ΛATARI® 1st Word™

Word Processing Program
For the ST™ Computer

User's Manual

IMPORTANT INFORMATION

ⅉⅬATARI®

⅏ATARI® 1st Word™

Word Processing Program
For the ST™ Computer

User's Manual

TABLE OF CONTENTS

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

INTRODUCTION

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

WELCOME TO 1ST WORD!

1st Word, from GST Software and Atari Corp., is the professional word-processing program designed especially for your ATARI® ST™ Computer and its GEM™ Desktop.

1st Word makes word-processing tasks from writing one-paragraph memos to multiple-page reports faster and easier. It's particularly useful when you need to move blocks of text within a file, or copy them into two or more different documents.

While easy to learn and use, 1st Word still provides the word-processing power and versatility experienced users expect. The program takes full advantage of the ST Computer's GEM Desktop features, including windows, icons, and drop-down menus. In fact, the computer keyboard is needed only for typing. Complex editing tasks such as reorganizing text, changing text layout, and reformatting can be done using the mouse alone.

Before using 1st Word, you should be fully familiar with the operation of your ATARI ST Computer and its GEM Desktop. Be certain you've read your ATARI ST Computer *Owner's Manual* thoroughly.

HOW TO USE THIS MANUAL

1st Word User's Manual tells you how to use 1st Word for these activities:

- Creating files.
- Editing, formatting, and styling text.
- Printing files using either a dot matrix or daisywheel printer.

Whether you're a novice or a seasoned word processor, this manual is arranged to meet your needs quickly and completely. The manual can be read in three ways:

- As a tutorial to get you started—essential for beginners who have never used a word processor.
- As a reference for experienced users.
- As a handbook for those who only occasionally use a word processor.

1

The manual's contents are outlined below:

Chapter 1, **Getting Started,** explains how to make a backup copy of 1st Word and load the program. It then briefly acquaints you with the program's startup screen.

Chapter 2, **Typing and Printing,** presents the major features and functions of 1st Word and explains how to enter and print your work. This chapter also teaches how to use the program's basic features, step by step. Newcomers to word processing should follow this tutorial carefully before attempting more advanced features. Experienced word processors should look over Chapter 2 but need not work through the examples.

Chapter 3, **Editing and Formatting,** is a continuation of the Chapter 2 tutorial. It explains how to edit and format text. Newcomers should practice the examples, while experienced users should review the procedures.

Chapter 4, **The Menu Bar,** discusses the Menu Bar's drop-down menus and their options, features, and functions.

Chapter 5, **Custom Printer Drivers,** explains how to modify the program's supplied printer configuration files and install a new printer driver.

The Appendix, **1st Word Data Format,** provides technical information for professional programmers developing software compatible with 1st Word.

Customer Support tells where to find further information about 1st Word, make technical inquiries, and report program "bugs."

The **Index** helps you locate terms and procedures used in this manual.

CHAPTER 1
GETTING STARTED

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Set up your ATARI ST Computer system. You'll find complete setup instructions in the owner's manuals that came with your system.

SYSTEM REQUIREMENTS

To use 1st Word, you should have the following equipment:

- ATARI 520ST™ or 1040ST™ Computer.
- ATARI SF314™ or SF354™ Disk Drive.
- ATARI SC1224™ or SM124™ Monitor (or television).
- ATARI ST or ST-compatible Printer.

WHAT'S ON THE 1ST WORD DISK?

With the GEM Desktop displayed, insert the 1st Word disk in your drive and obtain a Directory Window for it. You'll find the following files on disk:

TUTORIAL	.DOC	A tutorial file for editing (see **Chapter 3**)
1ST__PRNT	.DOT	Installed dot matrix printer table
1ST__PRNT	.DSY	Installed daisywheel printer table
1ST__PRNT	.PRG	Printer driver program (see **Chapter 5**)
1ST__WORD	.PRG	1st Word program
1ST__WORD	.RSC	GEM resource file

The folder \PRINTER\ is also on disk. In the folder you'll find the following files:

ASCII	.HEX	ASCII-only printer (teletype)
BRO__HR15	.HEX	Brother HR-15/25™ daisywheel
EPS__LX80	.HEX	Epson LX80™ NLQ dot matrix
EPS__RX80	.HEX	Epson RX/FX-80™ dot matrix
QUME	.HEX	Qume Sprint™ daisywheel
SMM804	.HEX	ATARI SMM804™ dot matrix
INSTALL	.PRG	Printer driver installation program

For more information on those files, see **Chapter 5**.

Contact your ATARI dealer if any items are missing or defective.

Note: From time to time changes may be made to the files and filenames on the 1st Word disk. This manual may not have current information about such updates. In that case, your 1st Word disk may include a README file, which explains variations from the manual. If README is present, be certain to read it before using 1st Word. (To print README, see **Print** in **Chapter 4**.)

MAKING A BACKUP COPY

In order to protect your original 1st Word program disk, it is important that you make a backup copy of it. Before using the program, copy the disk from the GEM Desktop by following these steps:

1. Insert the 1st Word disk into Drive A. If you have two disk drives, insert a blank formatted disk into Drive B.

2. Drag the Drive A icon on to the Drive B icon. When the Drive B icon reverses shading, release the mouse button.

3. Follow the prompts on screen, clicking on OK only when you are certain the disks are in their correct drives.

4. Click on COPY. Your drives whir as the computer copies the 1st Word disk to the new disk.

If you have one disk drive, the system prompts you to switch disks from time to time during copying.

Once you've made the copy, store the original 1st Word disk in a safe place; always use the copy as your working program disk.

USING 1ST WORD WITH A SINGLE DISK SYSTEM

If you have just one SF354™ (single-sided) Disk Drive in your system, you must move some of the program disk files onto a separate disk. To do that, format a blank disk, then copy the following files to that disk:

1ST__PRNT	.DOT	Installed dot matrix printer table
1ST__PRNT	.DSY	Installed daisywheel printer table
1ST__PRNT	.PRG	Printer driver installation program

Call that your "data disk." After the program loads and 1st Word's startup screen appears (as described in this chapter), remove the program disk from the drive and insert the data disk. Use the data disk to store all files you create with 1st Word.

Note: Each data disk you create must contain the files specified on page 4, which are required for printing. If the files are not present on disk, an Error Message is displayed when you attempt to print a file stored on the disk. (For more information on printing and printer files, see **Printing a File** in **Chapter 2** and all of **Chapter 5**.)

LOADING 1ST WORD

For best results, use 1st Word in high resolution (monochrome monitor) or medium resolution (color monitor). However, you can use the program satisfactorily in low resolution on a color monitor or television.

To load 1st Word, follow these steps:

1. With the GEM Desktop displayed, insert your working copy of 1st Word into Drive A and obtain a Directory Window of the disk.
2. Move the mouse pointer to the icon or directory entry labeled 1ST_WORD.PRG and double-click the left button.
3. The drive whirs as the program loads into your computer from disk. After a short while, 1st Word's startup screen appears.

Once you load 1st Word, the program remains in memory until you switch your computer off. Even if you remove the program disk from the drive, all 1st Word options and features remain available.

THE STARTUP SCREEN

After 1st Word loads (or when no files are open), the program displays its startup screen. The startup screen has four components: the Menu Bar, the GEM Item Selector, the Character Table, and the Function Key Icons.

Menu Bar — GEM Item Selector — Character Table

Function Key Icons
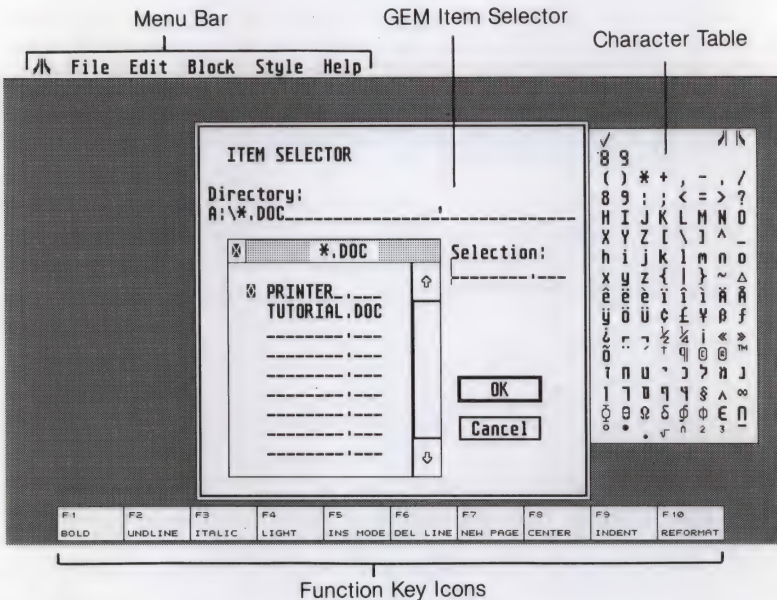
The Menu Bar

1st Word's six Menu Bar headings are always displayed at the top of the screen. The headings contain drop-down menus that work like those on the GEM Desktop. Brief descriptions of each follow. (For detailed information, see **Chapter 4**.)

The ATARI ⚛ Menu

This menu contains 1st Word program information and the GEM Desk Accessories.

The File Menu

This menu supplies open, print, close, insert, and delete options, as well as text layout options that affect an entire file.

The Edit Menu
This menu contains text-editing features and search, replace, and position-marker functions.

The Block Menu
This menu has text-block marking and manipulating functions, including cutting and pasting, moving, copying, and deleting.

The Style Menu
This menu supplies text-styling and formatting features.

The Help Menu
This menu provides Help information whenever needed when you're working with the program.

The GEM Item Selector
The GEM Item Selector appears in the center of the screen when the program first loads. The Item Selector is used to create a new file or select an existing file for editing. (See **Creating a File** in **Chapter 2**.)

For now, cancel the Item Selector by clicking on CANCEL.

The Character Table
At the right of the screen is 1st Word's Character Table, which holds the ST Computer's entire 256-item character set. 1st Word provides this table because not all 256 characters are available from the keyboard. (See **Using the Character Table** in **Chapter 2**.)

Note: The Character Table is not displayed in low resolution.

The Function Key Icons
At the bottom of the screen are the Function Key Icons. On the keyboard, each Function Key is assigned a word-processing operation. The Function Key Icons duplicate those operations. To use an icon, click once on it. (See **Using the Function Keys and Icons** in **Chapter 2**.)

Note: The Function Key Icons are not displayed in low resolution.

CHAPTER 2
TYPING AND PRINTING

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

This chapter presents some of 1st Word's major features and
functions and explains how to enter (type), save, and print
your work.

Note: 1st Word can provide Help information at any time as
you work within the program. To access that information,
move the mouse pointer to the Help Menu and click on a
Help topic. A Help window relating to that topic appears on
screen. When you've read the information, click on OK to
remove the window.

If the Extra Help option is switched on (checked), 1st Word
displays an Extra Help Window any time you select an item
from a Menu Bar heading. Extra Help Windows ask you to
confirm or cancel your selection before proceeding. (See
The Help Menu in **Chapter 4**.)

CREATING A FILE
The Item Selector

Turn your computer on and load the 1st Word program as
explained in **Chapter 1**. The GEM Item Selector appears. The
Item Selector has three parts: the Directory Line, the Directory
Window, and the Selection Line. (See **Open** in **Chapter 4**.)
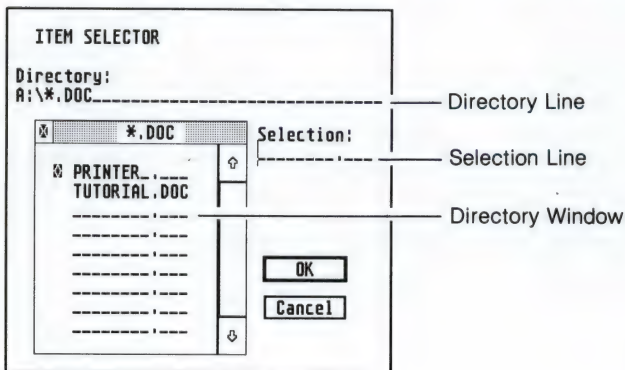
The cursor is positioned at the beginning of the Selection Line. At the cursor, type in the filename TEST.DOC, then click on OK (or press **[Return]**).

If the Item Selector is not displayed, move the mouse pointer to the File Menu and click on Open; the Item Selector immediately appears on screen. Type in the filename TEST.DOC on the Selection Line, then click on OK or press **[Return]**.

The program now displays the following Dialog Box:

```
┌──────────────────────────────────────┐
│  ⚠?  This file does not exist. Do    │
│      you want to create a new file?  │
│                                      │
│      ┌────────┐  ┌────────┐          │
│      │   OK   │  │ CANCEL │          │
│      └────────┘  └────────┘          │
└──────────────────────────────────────┘
```
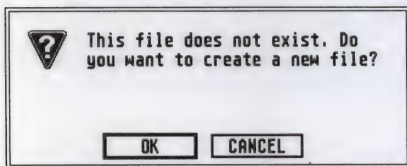
Click on OK. You have just opened an empty file called TEST.DOC.

Note: This file, like all 1st Word files, is held in the ST Computer's RAM during editing. The number of text pages held varies, depending on the mode you are operating in, but is approximately 85 pages (with TOS™ in ROM). 1st Word displays an Alert Message when you've used up the available space in a file.

The Text Window

Each open file appears in a GEM window like those you've worked with in the GEM Desktop. The TEST.DOC window occupies the entire screen, except for the space taken by the Menu Bar at the top and the Function Key Icons at the bottom.

You can have up to four windows open on screen at one time, letting you manipulate text blocks between files. If more than one window is open, clicking the mouse anywhere within a given window activates it for editing. (For more information on manipulating text blocks, see **The Block Menu** in **Chapter 4**.)

Pagination Border

Title Line/Move Bar   Text Area

File Edit | Block Style Help   Ruler Line

A:\TEST.DOC

[....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ...Δ....Δ....Δ....]

| F1 BOLD | F2 UNDLINE | F3 ITALIC | F4 LIGHT | F5 INS MODE | F6 DEL LINE | F7 NEW PAGE | F8 CENTER | F9 INDENT | F10 REFORMAT |

Horizontal Scroll Bar   Vertical Scroll Bar
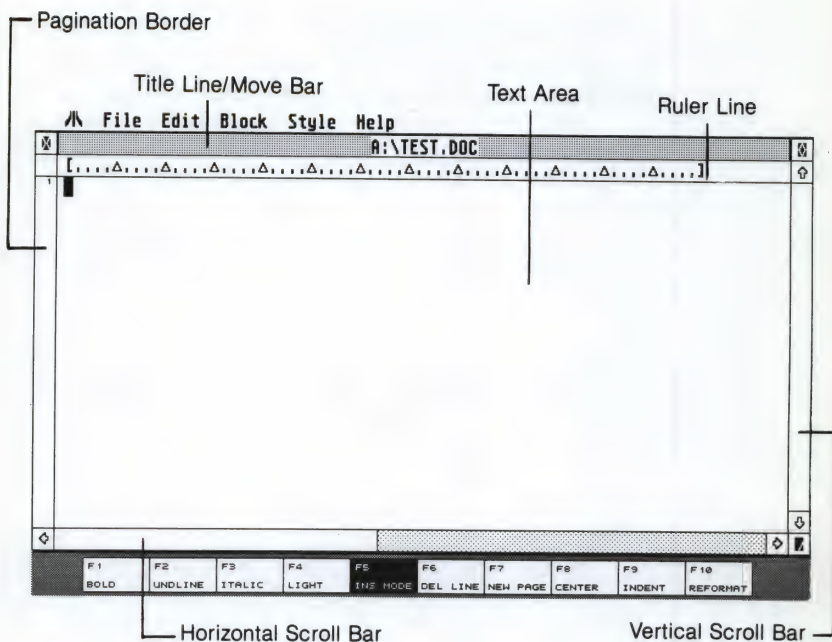
The Title Line/Move Bar

The Title Line/Move Bar displays the filename (example: TEST.DOC), and also lets you drag the window to a new position on screen. (See **Moving Windows** in **Chapter 3**.)

The Ruler Line

The Ruler Line shows the left and right margins and the tab stops set for the current file. (See **The Ruler Line** in **Chapter 3**.)

The Text Area

The Text Area fills most of the screen space. It contains the cursor (a small reverse-video rectangle) which moves to keep your place in the file. As you type, characters appear at the cursor's position.

The Pagination Border

The Pagination Border at the left of the Text Area displays page breaks (the lines at which new pages begin when the file is printed). The border currently displays page number 1. (See **The Pagination Border** in **Chapter 3**.)

Note: Page numbers are not displayed in low resolution.

Vertical and Horizontal Scroll Bars

To the right of and beneath the Text Area are the standard
GEM Scroll Bars, used for scrolling text through the Text
Area, either vertically or horizontally. (See **Scrolling Through
a File** in **Chapter 3**.)

ENTERING TEXT

Now you're ready to begin entering text. To do that, you'll use
the following features:

The Keyboard

The ST Computer keyboard combines light touch action and
audio feedback to help you attain fast typing speeds. The
keyboard has four areas, shown below:

QWERTY Bank   Cursor Keys

Numeric Keypad
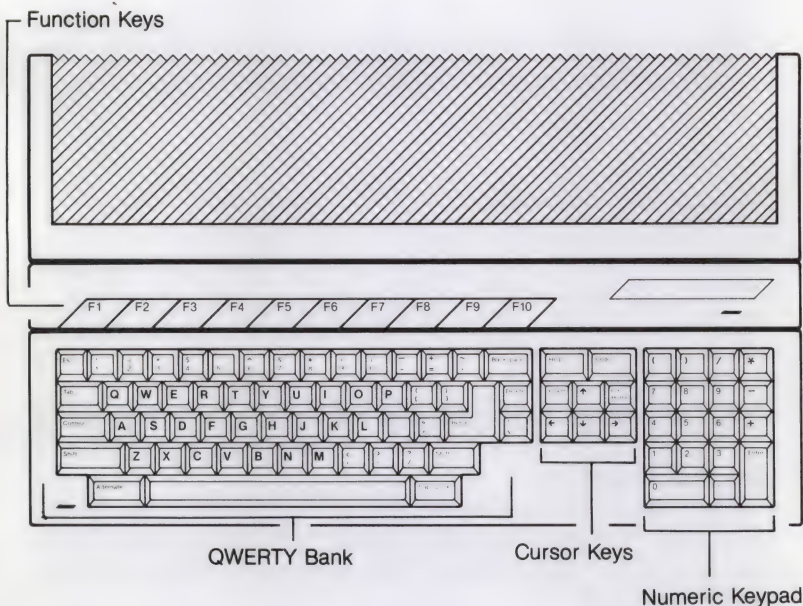
The Function Keys

Function Keys are used to perform the special assigned func-
tions labeled on the Function Key Icons on screen.

The QWERTY Bank

As on a typewriter, this bank of keys is used for typing
standard letters and numbers.

The Cursor Keys

The cursor (or "arrow") keys move the cursor around the
Text Area.

The Numeric Keypad

This keypad can be used for convenience when keying in
long strings (lists) of numbers.

WP (Word Processing) Mode

WP (Word Processing) mode is an option in the Edit Menu.
When WP mode is switched on (checked), 1st Word stores
text style and format along with the text when a file is saved
to disk. When WP mode is switched off (unchecked), the pro-
gram stores only the standard letters and numbers (ASCII
characters) in the text, without text style or format. Switch
WP mode on for word-processed files and off for program
source or data files. (See **WP Mode** in **Chapter 4**.)

```
 /I\  File  Edit  Block  Style  Help
            √ WP mode
            √ Insert mode

            Find...
            Replace...
            Repeat find

            Set mark #1
            Set mark #2
            Set mark #3
            Set mark #4

            Goto mark #1
            Goto mark #2
            Goto mark #3
            Goto mark #4
```
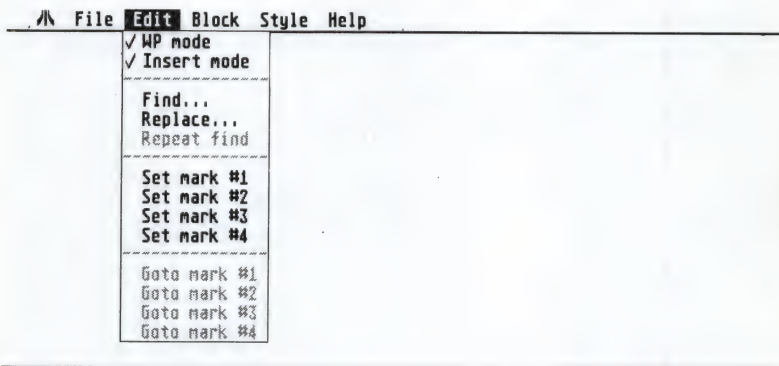
Type a paragraph just as you would on a typewriter but don't
use the **[Return]** key. You will observe three important
features: word wrap, right justification, and scrolling.

Word Wrap

When you reach the end of each line and attempt to type
beyond the right margin, the word you are typing automatical-
ly drops down to the next line. This feature, called "word
wrap," eliminates the need to use **[Return]** to end each line.
Use **[Return]** at the end of each paragraph or at the end of
a line intended to stand alone (for example, a title). You can
also use **[Return]** to insert blank lines (for instance, between
a title and the main body of text).

To switch word wrap off, click on Word Wrap in the Style Menu.

Right Justification

After word wrap takes place, 1st Word "right justifies" each line; that is, it inserts "stretch" spaces between words to align text with the right margin (see **Different Types of Spaces** in **Chapter 3**.) The last line of a paragraph is usually excluded from this process.

The program always defaults to right justification. To switch the option off, allowing ragged right margins, click on Justify in the Style Menu. (See **Formatting Paragraphs** in **Chapter 3** and **Justify** in **Chapter 4**.)

Note: The word "default," used above and throughout this manual, means a mode, value, or feature that is preselected by 1st Word. To say that right justification is the "default" means that the program preselects that mode when it is loaded into your computer. Defaults are changed when you select another mode, value, or feature.

Scrolling

1st Word scrolls (moves) text up or down through the Text Area when the cursor approaches the bottom or top edge of the window. The white slider in the vertical Scroll Bar moves with the scrolling action.

Using the Function Keys and Icons

The Function Key Icons on screen duplicate the Function Keys on the keyboard. Both the keys and icons effect the text style, mode, or format labeled on the icon. Press the Function Keys or click on the Function Key Icons to use them. For **[F1]** through **[F5]**, press or click again to turn the function off.

Note: The **[F1]** through **[F5]** icons are highlighted when their function is in force.

Additional styling options are available in the Style Menu (see **The Style Menu** in **Chapter 4**). Experiment by combining styling options.

Using the Character Table

When you opened the TEST.DOC window, the Character Table became hidden behind it. To select a character from the table, size the Text Window so the table is visible. (See **Sizing Windows** in **Chapter 3**.) Point to a character in the table and click on it. The program copies the selected character to your Text Area at the cursor position.

```
┌─┬──────────────A:\TEST.DOC──────────────┬─┐
│⊠│                                        │⊗│
├─┴────────────────────────────────────────┘ │
│ [....Δ....Δ....Δ....Δ....Δ....Δ....Δ.  ⇧     │
│ '                                           │
│  Click on the characters you want.          │
│  It's simple: àëîøû.█                        │
```

Click on the characters you want.
It's simple: àëîøû.█

```
  F1       F2      F3      F4     F5       F6       F7       F8      F9       F10
  BOLD   UNDLINE  ITALIC  LIGHT INS MODE DEL LINE NEW PAGE CENTER  INDENT  REFORMAT
```
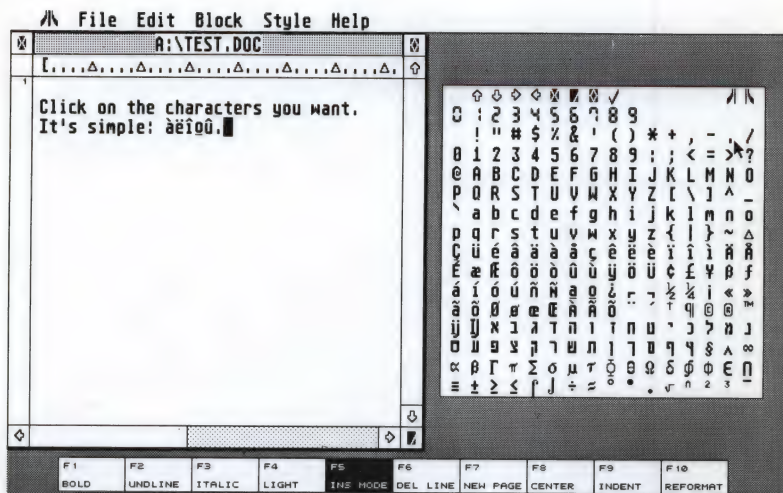
Indenting Text

To insert one or more indents within your text, use the **[F9]** key (one or more times). An indent is similar to a tab, but it inserts a single indent space (which may be followed by stretch spaces), while a tab inserts fixed spaces (see **Different Types of Spaces** in **Chapter 3**). You can position the cursor at the start of the indent space only. Deleting an indent also deletes the associated stretch spaces.

1st Word uses the indent in the first line of a paragraph to determine the left margin when left justifying subsequent lines. If more than one indent appears in the first line, 1st Word uses the last indent for left justifying subsequent lines. (See **Formatting Paragraphs** in **Chapter 3**.)

SAVING A FILE TO DISK

With the Text Window still open, move the mouse pointer to the File Menu and click on Save. The program immediately stores your file (in this case TEST.DOC) on disk, then closes the Text Window.

PRINTING A FILE

Before you print your file, you must install an appropriate printer driver. The printer driver is the part of 1st Word that instructs your printer at print time.

The Printer Configuration Files

The folder \PRINTER\ on the 1st Word disk contains the following configuration files for the printers named. If you have a printer manufactured by another company but compatible with any of the printers below, the configuration file for that printer should work just fine.

File	Printer	
ASCII	.HEX	ASCII-only printer (teletype)
BRO__HR15	.HEX	Brother HR-15/25 daisywheel
EPS__LX80	.HEX	Epson LX80 NLQ dot matrix
EPS__RX80	.HEX	Epson RX/FX-80 dot matrix
QUME	.HEX	Qume Sprint daisywheel
SMM804	.HEX	ATARI SMM804 dot matrix
INSTALL	.PRG	Printer driver installation program
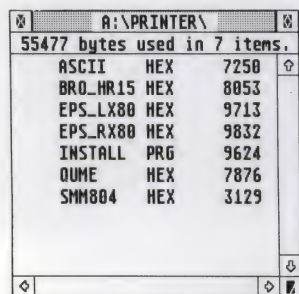
Note: Additional printer configuration files may be added to the 1st Word disk as time goes by. As a result, you may have more configuration files on disk than are listed above. Check the README file, if present on your disk, for more information.

Installing a New Printer Driver

On the 1st Word disk you received, there is already an installed dot matrix driver (1ST__PRNT.DOT) and an installed daisywheel driver (1ST__PRNT.DSY). The dot matrix driver is configured for ASCII-only operation and the installed daisywheel driver is configured for Qume operation.

You will want to install a new printer driver matched to your printer. To do that, follow these steps:

1. Quit 1st Word and return to the GEM Desktop. From the desktop, open the \PRINTER\ folder and run the program INSTALL.PRG.

```
▓        A:\PRINTER\        ▓
  55477 bytes used in 7 items.
      ASCII    HEX    7250  ⇧
      BRO_HR15 HEX    8053
      EPS_LX80 HEX    9713
      EPS_RX80 HEX    9832
      INSTALL  PRG    9624
      QUME     HEX    7876
      SMM804   HEX    3129


                          ⇩
 ◇                    ◇  ▚
```

2. When the GEM Item Selector is displayed, select the configuration file for the printer you want to install.

```
ITEM SELECTOR

Directory:
A:\PRINTER\*.HEX_____

  [X]         *.HEX        Selection:
                          |_____.___
       ASCII   .HEX   [↑]
       BRO_HR15.HEX
       EPS_LX80.HEX
       EPS_RX80.HEX
       QUME    .HEX
       SMM804  .HEX
       _____.___          [  OK  ]
       _____.___
       _____.___   [↓]    [ Cancel ]
```
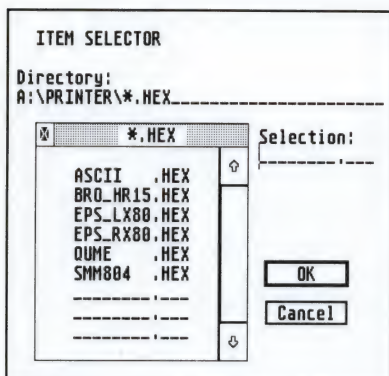
3. INSTALL.PRG reads the configuration file and creates a file called either 1ST__PRNT.DOT or 1ST__PRNT.DSY (depending on whether you are creating a dot matrix or daisywheel driver). The new file appears in the \PRINTER\ folder.

4. Now copy the new .DOT or .DSY file to your 1st Word directory (outside the \PRINTER\ folder) to replace the .DOT or .DSY file you received on your disk.

```
Desk  File  View  Options

[FLOPPY DISK]

[FLOPPY DISK]

[HARD DISK]

 [X]      A:\PRINTER\       [X]            A:\
 55655 bytes used in 8 items.    148068 bytes used in 7 items
    1ST_PRNT DOT      178  [↑]   [X] PRINTER
    ASCII    HEX     7250          1ST_PRNT DOT      451
    BRO_HR15 HEX     8053          1ST_PRNT DSY      546
    EPS_LX80 HEX     9713          1ST_PRNT PRG    37329
    EPS_RX80 HEX     9832          1ST_WORD PRG    85408
    INSTALL  PRG     9624          1ST_WORD RSC    14960
    QUME     HEX     7876          TUTORIAL DOC     9374
    SMM804   HEX     3129
                          [↓]
 [◇]                [◇][/]

[TRASH]
```
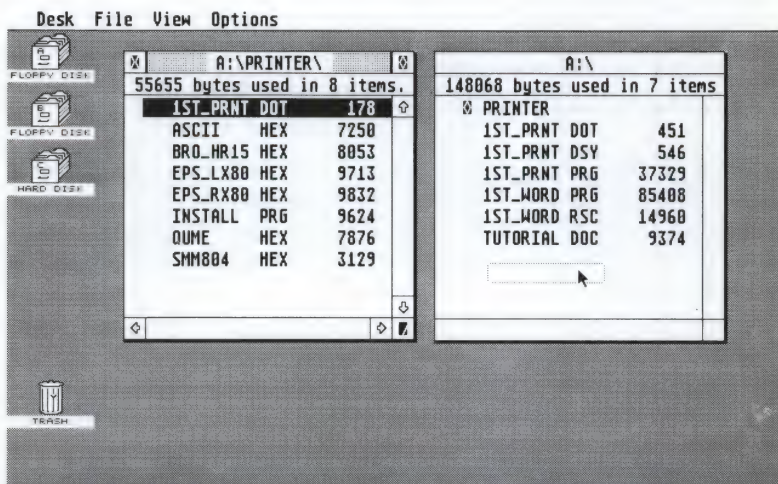
When you want to print, the program will use the newly installed printer driver.

5. Finally, load 1st Word back into your computer. When the Item Selector comes up on screen, select CANCEL.

Printing

To print your TEST.DOC file, move the pointer to the File Menu and click on Print. The Print option is available (highlighted) when no Text Windows are open. When you select Print, the GEM Item Selector appears, listing the files you have saved to disk. Choose any of these files to print.

Type in the filename TEST.DOC on the Selection Line if it's not already there. Then click on OK. The program displays its PRINT FILE form, which asks for specific print-formatting information. Ignore these options for the moment (but see Print in Chapter 4). Make sure your printer is properly connected, switched on, and loaded with paper; then click on OK.

```
┌─────────────────────────────────────────┐
│            │ PRINT FILE │                │
│                                          │
│  Print pages from     │  1│ to │999│     │
│                                          │
│  Page number offset  │ 0│                │
│                                          │
│  Left margin offset  │ 8│                │
│                                          │
│                                          │
│  Swap left & right headings on           │
│  alternate pages?    │ NO  │ │ YES │     │
│                                          │
│  Print quality       │ DRAFT │ │ NLQ │   │
│                                          │
│                 │  OK  │ │ CANCEL │      │
└─────────────────────────────────────────┘
```

While printing, 1st Word displays a small window containing printer information. (To pause, resume, or manually stop printing, see Print in Chapter 4.) When printing stops, the window disappears and the program returns to the startup screen.

```
┌─┬──────────────────┬─┐
│█│║    Teletype    ║│█│
├─┴──────────────────┼─┤
│Printing A:\TEST.DOC│⇧│
│in Draft mode       │ │
│█                   │ │
│                    ├─┤
│                    │⇩│
├─┬──────────────────┼─┤
│◇│░░░░░░░░░░░░░░░    │◇│█│
└─┴──────────────────┴─┘
```

Note: If your printout does not include all text styling indicated on screen, see **Chapter 5**. You may have to customize your printer driver.

EXITING FROM 1ST WORD

To exit from 1st Word, be sure you have selected Save or Save As from the File Menu to store your file on disk. The Text Window closes and you return to the program's startup screen. Select Quit from the File Menu to return to the GEM Desktop.

CHAPTER 3
EDITING AND FORMATTING

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This chapter explains how to edit and format text using 1st Word. To work through this chapter, be certain your working 1st Word program disk is in Drive A.

With the 1st Word startup screen displayed, move the mouse pointer to the File Menu and click on Open. When the Item Selector appears, the Directory Window will contain the file-name TUTORIAL.DOC. Select TUTORIAL.DOC either by clicking once on the filename, then clicking on OK, or by double-click-ing on the filename. In a moment the file comes up on screen.

Use TUTORIAL.DOC to practice the editing and formatting features discussed in this chapter.

SCROLLING THROUGH A FILE

The TUTORIAL.DOC file is much larger than the Text Area on screen, so you must scroll through the file in order to view it all. To scroll, use the Scroll Bars at the right and bottom of the Text Window.

Vertical Slider ——

/|\ File Edit Block Style Help

| A:\TUTORIAL.DOC |

[....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....ₐ....]

1ST WORD TUTORIAL

This document is provided for use with Chapter 3 of the 1st Word User Guide, **Editing and Formatting.**

Use this file to get used to editing a document with 1st Word without worrying too much about the results.

Vertical Scrolling

This document contains several screens of text and you will have to scroll (using either cursor down or the mouse with the vertical scroll bar) to see it all. Notice the different types of page break in the left margin as you scroll.

This document contains several screens of text and you will have to scroll (using either cursor down or the mouse with the vertical scroll bar) to see it all. Notice the different

| F1 BOLD | F2 UNDLINE | F3 ITALIC | F4 LIGHT | F5 INS MODE | F6 DEL LINE | F7 NEW PAGE | F8 CENTER | F9 INDENT | F10 REFORMAT |

Horizontal Slider   Shaded Area   Arrow Box

21

The white sliders in the Scroll Bars represent the visible portion of the text.

- The vertical slider shows the size and position of the Text Area on screen relative to the whole text.
- The horizontal slider shows the position of the Text Area relative to the maximum line length of 160 characters.

Vertical Scrolling

To scroll text vertically, use the window's vertical Scroll Bar.

- Click on the arrows to scroll up or down one line at a time.
- Click on the shaded areas to scroll up or down one screen space at a time.
- Drag the slider to scroll to the desired position in the file.

Note: After the slider is dragged, there is a slight delay while 1st Word updates the screen. This delay increases with the size of your file.

Horizontal Scrolling

To scroll text horizontally, use the horizontal Scroll Bar.

- Click on the arrows to scroll left or right five character spaces at a time.
- Click on the shaded areas to scroll left or right one screen space at a time.
- Drag the slider to scroll to the desired position on a line.

MANIPULATING WINDOWS

Sizing Windows

You can expand or shrink the size of a Text Window in the following ways:

- Click on the Full Box in the top right corner of the window to expand it to full size or shrink it from full size to its previous size.
- Drag the Size Box in the bottom right corner to change the window's length and width. To drag, point at the Size Box, hold down the left mouse button, and move the mouse. When the ''ghost'' of the window is the desired size, release the mouse button.

Moving Windows

To move a window, point at the Title Line/Move Bar, hold down the left mouse button, and drag the window to a new location.

Closing Windows

Close the Text Window by clicking on the Close Box in the top left corner, or selecting the Quit option from the File Menu. Those actions do not save any editing or new text entered while the window was open.

To close the window and save new text, select the Save or Save As option in the File Menu (see **Chapter 4**).

MOVING THE CURSOR

To edit text in a file, you must first move the cursor to the correct position in the text. The cursor can be moved in three ways:

- Point at the desired position and click the left mouse button.
- Press any of the four cursor (''arrow'') keys to move the cursor in the direction indicated by the arrow.
- Hold down the **[Control]** key and press the right or left cursor key to move the cursor horizontally one word at a time.

FORMATTING TEXT

Inserting Text

When editing, you can enter new text into a file in two ways: by using Insert mode or Overwrite mode. After entering new text in an existing paragraph, format the paragraph again using the **[F10]** key or icon or the Reformat option in the Style Menu (see **Chapter 4**).

Insert Mode

When you begin a session with 1st Word, Insert mode is switched on by default (the Insert mode option in the Edit Menu is checked). When in Insert mode, characters are inserted within text at the cursor position as you type, without destroying existing text.

Overwrite Mode

Overwrite mode is the alternative to Insert mode. As you type, 1st Word writes the new text over existing text at the cursor position. In this mode, **[Tab]** and **[Return]** move the cursor but do not insert spaces.

To use Overwrite mode, switch Insert mode off (unchecked) using the **[F5]** key or icon or the Insert mode option in the Edit Menu.

Deleting Text

You can use the keyboard in four ways to delete text:

- Press [Backspace] to delete the character to the left of the cursor.
- Press [Delete] to delete the character at the cursor position.
- Press [Control] together with [Delete] to delete all characters from the cursor to the end of the word it's in.
- Press [F6] to delete the entire line containing the cursor.

Note: You can delete large blocks of text using the program's Block functions (see Chapter 4).

Warning: The computer's auto-repeat feature may continue to delete text even after you release the keys. If necessary, use the Control Panel in the ATARI Menu to slow down auto-repeat.

After you delete text, reformat your paragraph. To reformat, place the cursor anywhere in the first line of the paragraph and use the [F10] key or icon, or select Reformat from the Style Menu.

The Ruler Line

The Ruler Line lies below the Title Line/Move Bar and shows the left and right margins and tab stops for the current file. Use the Ruler Line to specify or change the right margin and tab stops when formatting text. When you change the Ruler Line, only those paragraphs typed or reformatted after the change will be affected.

By default the Ruler Line is set for ten characters per inch and 66 characters per line, with a tab stop at every five characters. Margins are set for 8½ by 11-inch paper. (The TUTORIAL.DOC file contains the default Ruler Line.)

1st Word stores the Ruler Line along with the text when you save a file in WP mode (see Chapter 4).

Left Margin Delimiter

Tab Stops

Right Margin Delimiter

```
/\  File  Edit  Block  Style  Help
[X]                    A:\TUTORIAL.DOC                          [X]
[....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....]
1                      1ST WORD TUTORIAL

     This document is provided for use with Chapter 3 of the 1st
     Word User Guide, Editing and Formatting.

     Use this file to get used to editing a document with 1st Word
     without worrying too much about the results.

     Vertical Scrolling

     This document contains several screens of text and you will
     have to scroll (using either cursor down or the mouse with
     the vertical scroll bar) to see it all. Notice the different
     types of page break in the left margin as you scroll.

     This document contains several screens of text and you will
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     the vertical scroll bar) to see it all. Notice the different

 F1      F2      F3      F4     F5      F6       F7      F8      F9      F10
 BOLD    UNDLINE ITALIC  LIGHT  INS MODE DEL LINE NEW PAGE CENTER INDENT REFORMAT
```

Tab Stops

Tab stops determine how many spaces will be inserted by the [Tab] and [F9] keys.

To set or clear a tab stop, click on the Ruler Line at the desired position.

The Left Margin Delimiter

While you cannot change the left margin delimiter, you can change the effective left margin position either by indenting text or specifying a page offset at print time (see **Print** in **Chapter 4**).

The Right Margin Delimiter

The right margin delimiter determines at what line length word wrap and right justification occur.

You can change the right margin by dragging the delimiter to a new position. To set a right margin beyond the Text Area, scroll the window horizontally.

25

THE PAGINATION BORDER

Examine the Pagination Border to the left of the window while you scroll the text. In it you'll see three types of page breaks marked by horizontal lines and page numbers.

Note: Page numbers are not displayed in low resolution.

Hard Page Break

A hard page break is represented by a solid line in the Pagination Border and a page number directly beneath it. Insert hard page breaks whenever you want to start a new page of printed text.

Hard Page Break

```
 /Ι\  File  Edit  Block  Style  Help
 ⊠                          A:\TUTORIAL.DOC                              ⊠
 [....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....]                 ⇧
  ³       types of page break in the left margin as you scroll.

          This  document contains several screens of text and you  will
          have  to scroll (using either cursor down or the  mouse  with
          the vertical scroll bar) to see it all.  Notice the different
          types of page break in the left margin as you scroll.

  ⁴       Hard page break inserted after this line with F7...

      ▸   Horizontal Scrolling

          This line has been input with Word Wrap turned off and extends beyond

          Note  that  the  line  above  can  be  viewed  by  horizontal
          scrolling  either  using the cursor within the  line  or  the
          mouse with the horizontal scroll bar.

  ■       Correction                                                     ⇩
 ◇                                                                      ◇ ▮
 ┌─────┬─────┬─────┬─────┬─────┬─────┬─────┬─────┬─────┬──────┐
 │ F1  │ F2  │ F3  │ F4  │ F5  │ F6  │ F7  │ F8  │ F9  │ F10  │
 │BOLD │UNDLINE│ITALIC│LIGHT│INS MODE│DEL LINE│NEW PAGE│CENTER│INDENT│REFORMAT│
 └─────┴─────┴─────┴─────┴─────┴─────┴─────┴─────┴─────┴──────┘
```

To set or clear hard breaks, click in the Pagination Border at the desired position. You can also insert a hard page break above the line containing the cursor by pressing the **[F7]** key or clicking on the icon.

Soft Page Break

A soft page break is represented in the Pagination Border by a 50% dashed line with the new page number directly beneath it. The program inserts a soft break whenever text exceeds the number of lines specified for a single printed page.

Note: The number of text lines on a printed page is specified by the Layout option in the File Menu. The default is 66 lines per page. (See **Chapter 4** for more information.)

Soft Page Break

```
 /I\   File   Edit   Block   Style   Help
┌────────────────────── A:\TUTORIAL.DOC ──────────────────────┐
│ [....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....] │
│                                                              │
│        A program generated page break in the next paragraph...│
│                                                              │
│        This  document contains several screens of text and you  will │
│        have  to scroll (using either cursor down or the  mouse with │
│        the vertical scroll bar) to see it all.  Notice the different │
│        types of page break in the left margin as you scroll. │
│                                                              │
│        This  document contains several screens of text and you  will │
│        have  to scroll (using either cursor down or the  mouse with │
│        the vertical scroll bar) to see it all.  Notice the different │
│        types of page break in the left margin as you scroll. │
│                                                              │
│        This  document contains several screens of text and you  will │
│        have  to scroll (using either cursor down or the  mouse with │
│        the vertical scroll bar) to see it all.  Notice the different │
│        types of page break in the left margin as you scroll. │
└──────────────────────────────────────────────────────────────┘
  F1      F2       F3      F4      F5      F6       F7        F8      F9      F10
  BOLD    UNDLINE  ITALIC  LIGHT   INS MODE DEL LINE NEW PAGE CENTER  INDENT  REFORMAT
```
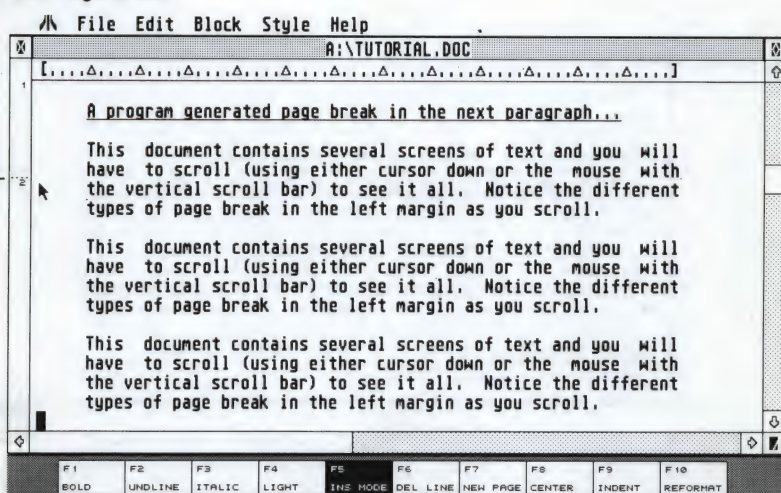
You can convert soft breaks to hard breaks by clicking on the soft breaks in the Pagination Border.

Conditional Page Break

Conditional page breaks protect a block of text that you do not want divided between two printed pages. If the text block spans a potential page break, then a new page is begun at the conditional page break.

To insert a conditional page break, position the mouse pointer within the Pagination Border at the first line of the text block to be protected. Then hold down the left mouse button and drag the pointer down the length of the block. A vertical line of dots the length of the block appears. You can lengthen or shorten the line by dragging its end position to a new location. Delete the break by clicking its start position.

27

If 1st Word inserts a soft page break at the start position, the conditional break is displayed as a 75% dashed line with the new page number displayed beneath it. Otherwise, the program displays a conditional page break as a 25% dashed line with no page number. In both cases the length of the text block is indicated by a vertical line of dots.
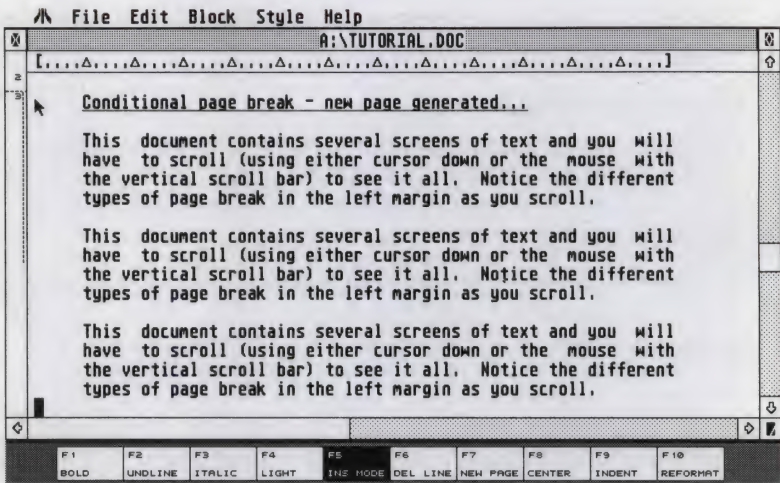
Conditional Page Break (no new page generated)

```
⋀  File  Edit  Block  Style  Help
▨                        A:\TUTORIAL.DOC                         ▨
  [⌶....Δ...Δ....Δ...Δ....Δ....Δ...Δ....Δ....Δ...Δ....Δ....]      ⇧
²
        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.

   ▶   A conditional page break - potential break only...

        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.

        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.
```

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
BOLD	UNDLINE	ITALIC	LIGHT	INS MODE	DEL LINE	NEW PAGE	CENTER	INDENT	REFORMAT

Conditional Page Break (new page generated)

```
⋀  File  Edit  Block  Style  Help
▨                        A:\TUTORIAL.DOC                         ▨
  [⌶....Δ...Δ....Δ...Δ....Δ....Δ....Δ...Δ....Δ....Δ...Δ....]      ⇧
²
   ▶    Conditional page break - new page generated...

        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.

        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.

        This  document contains several screens of text and you  will
        have  to scroll (using either cursor down or the  mouse  with
        the vertical scroll bar) to see it all.  Notice the different
        types of page break in the left margin as you scroll.
```

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
BOLD	UNDLINE	ITALIC	LIGHT	INS MODE	DEL LINE	NEW PAGE	CENTER	INDENT	REFORMAT

DIFFERENT TYPES OF SPACES

You may have noticed that the cursor occasionally "jumps" over one or more character spaces when moved horizontally in text. This happens because 1st Word uses three different types of spaces.

Variable Space

Pressing the [Spacebar] inserts a variable space at the cursor position in text. A variable space may in turn be "stretched" by 1st Word when it right justifies the line. You can always place the cursor on a variable space.

Stretch Space

When the program right justifies a line, one or more stretch spaces may be inserted after a variable space. Stretch spaces become part of the variable space, but you cannot position the cursor on them. When you delete a variable space, you also delete any stretch spaces associated with it.

Fixed Space

A fixed space cannot be stretched or used as a word wrapping point. To insert a fixed space, hold down [Control] while you press the [Spacebar], or use [Tab] to insert fixed spaces up to the next tab stop. You can always place the cursor on a fixed space.

Indent Space

An indent space is inserted in text with the [F9] key or icon. It is used to indent a whole paragraph to an indicated tab point. You can position the cursor at the start of an indent space only.

FORMATTING PARAGRAPHS

The last section of TUTORIAL.DOC contains paragraphs arranged in a variety of formats. Each paragraph describes how to achieve its particular format.

Justifying

A paragraph can be both left justified (text is aligned at the left margin) and right justified (text is aligned at the right margin by inserting stretch spaces).

To switch right justification on and off, select Justify from the Style Menu. The Justify option is checked when right justification is on.

When you type a new paragraph, justification is automatic while the Justify option is on. If you change the justification setting or edit the text, you must reformat the paragraph. To reformat, place the cursor within the first line of the paragraph and use the [F10] key or icon, or select Reformat from the Style Menu.

Indenting the First Line of a Paragraph

To indent the first line of a paragraph more than the following lines, insert fixed spaces after the indent, if any, and before the first text character. To enter fixed spaces, use [Tab] or hold down [Control] and press the [Spacebar].

Indenting an Entire Paragraph

To indent an entire paragraph, use the [F9] key or icon to specify the indent on the first line. Then type the paragraph. 1st Word "remembers" the indent when it word-wraps subsequent lines. Always end paragraphs with [Return].

To change an indent, use [Delete] or the [F9] key or icon on the first line of the paragraph, then reformat.

Hanging Indents

A paragraph with a hanging indent has following lines indented under the first line. Insert an indent (if desired) on the first line, then insert an extra indent on the second line and reformat. (This format is not preserved by a reformat executed on the first line.)
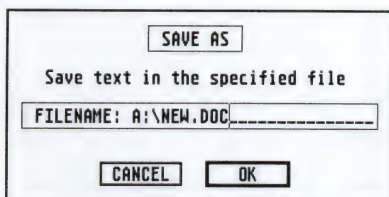
Numbering Paragraphs

To number paragraphs, type the paragraph number (or letter) followed by one or more indents before the first character in the paragraph. The program aligns following text lines with the last indent.

SAVING THE FILE

You can preserve your changes to TUTORIAL.DOC by using the Save or Save As option in the File Menu.

If you select the Save option, 1st Word will save the current version of the file under the filename TUTORIAL.DOC. The original version of the file will be saved under a new filename, TUTORIAL.BAK.

You can also save the current version of TUTORIAL.DOC
under a new filename. To do that, select the Save As option
from the File Menu. The program displays a SAVE AS form
containing the current filename (TUTORIAL.DOC). Edit this
form to give the file a new name (for instance, NEW.DOC);
then click on OK. The original version of TUTORIAL.DOC will
be saved under its original name.

```
┌─────────────────────────────────────────┐
│              ┌──────────┐                │
│              │  SAVE AS  │                │
│              └──────────┘                │
│    Save text in the specified file       │
│  ┌────────────────────────────────────┐  │
│  │ FILENAME: A:\NEW.DOC_____ │  │
│  └────────────────────────────────────┘  │
│      ┌────────┐   ┌──────────┐           │
│      │ CANCEL │   │    OK    │           │
│      └────────┘   └──────────┘           │
└─────────────────────────────────────────┘
```

1st Word saves the file and closes the window, returning you
to the startup screen. To exit from the program, select Quit
from the File Menu.

CHAPTER 4
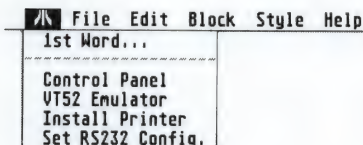# THE MENU BAR

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

This chapter describes 1st Word's Menu Bar headings and their drop-down menu options, features, and functions. The drop-down menus work just like those on the GEM Desktop, except that they contain options specific to word processing within 1st Word.

Note: Menu options with three dots (...) initiate a dialog; options without dots are executed immediately. Options appearing in lightened type are unavailable until certain other options, modes, or functions have been chosen. Where applicable, a check (√) next to an option indicates it is in force.
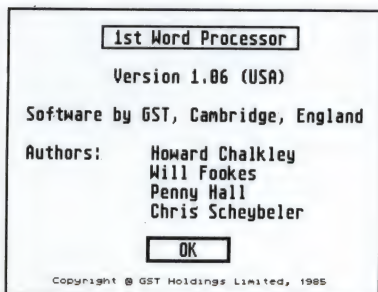
THE ATARI ⅄ MENU

The ATARI ⅄ Menu contains 1st Word program information and the ST Computer's Desk Accessories.

```
⅄  File  Edit  Block  Style  Help
1st Word...
----------------------
Control Panel
VT52 Emulator
Install Printer
Set RS232 Config.
```

1st Word

The 1st Word option displays 1st Word program information, authors, and revision number. Click on OK (or press **[Return]**) to continue.

```
        ┌─────────────────────┐
        │  1st Word Processor  │
        └─────────────────────┘
             Version 1.06 (USA)

    Software by GST, Cambridge, England

    Authors:    Howard Chalkley
                Will Fookes
                Penny Hall
                Chris Scheybeler
                ┌──────┐
                │  OK  │
                └──────┘
      Copyright @ GST Holdings Limited, 1985
```
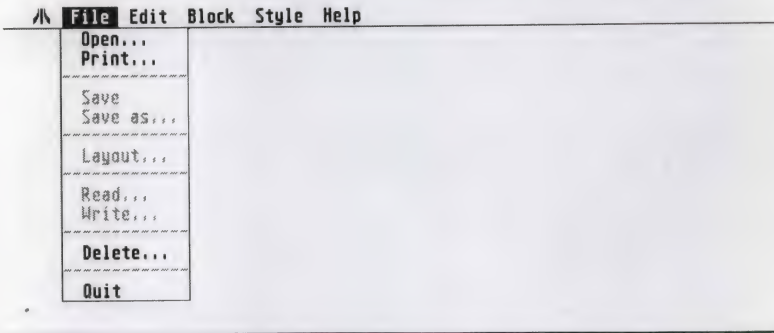
The Desk Accessories

The remaining options in the ATARI ⚛ Menu are the
ST Computer's Desk Accessories.

You can access the Desk Accessories while working with
1st Word without affecting text files currently on screen or
in memory.

Note: If you have a 520ST which uses TOS on disk, and boot
your system without the Desk Accessories files, you increase
available memory by about 30K when working with 1st Word.
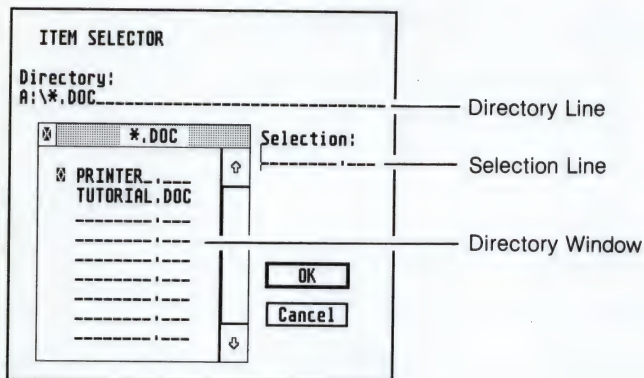For more information about the Desk Accessories, consult
your ST Computer *Owner's Manual*.

THE FILE MENU

The File Menu contains options that affect the file as a whole.

```
⚛  File  Edit  Block  Style  Help
   Open...
   Print...
   ─────────
   Save
   Save as...
   ─────────
   Layout...
   ─────────
   Read...
   Write...
   ─────────
   Delete...
   ─────────
   Quit
```

Open

The Open option lets you access (get into) the GEM Item
Selector in order to open an existing file or create a new file.
You can open up to four Text Windows on screen at one time;
however, only one window at a time can be active.

The Item Selector has three areas: the Directory Line, the
Directory Window, and the Selection Line. You can edit the
Directory and Selection Lines. (Use the cursor keys or the
mouse to position the cursor on these lines.)

```
┌─────────────────────────────────────────┐
│  ITEM SELECTOR                           │
│                                          │
│  Directory:                              │
│  A:\*.DOC_____        │──── Directory Line
│   ┌─────────────────┐ ┌──────────┐       │
│   │▨░░░░░*.DOC░░░░░░░│ │Selection:│       │
│   ├─────────────────┤ ├──────────┤       │──── Selection Line
│   │▨ PRINTER_.___ │↑││ ------·---│       │
│   │  TUTORIAL.DOC   │ │          │       │
│   │  _____·___   │ │          │       │──── Directory Window
│   │  _____·___   │ │          │       │
│   │  _____·___   │ │ ┌──────┐ │       │
│   │  _____·___   │ │ │  OK  │ │       │
│   │  _____·___   │ │ └──────┘ │       │
│   │  _____·___   │ │┌────────┐│       │
│   │  _____·___ │↓││ │ Cancel ││       │
│   └─────────────────┘ └──────────┘       │
└─────────────────────────────────────────┘
```

Directory Line

The Directory Line determines which filenames are displayed
in the Directory Window. When you first enter the program,
the Directory Line is set to display all .DOC filenames on
your 1st Word program disk (A:*.DOC). To change the
filenames displayed, edit the Directory Line. (For example,
changing the Directory Line to B:*.* will display all
filenames on Drive B.) Click the mouse anywhere in the
Directory Window to update its display.

Directory Window

The Directory Window displays all filenames indicated by the
Directory Line and can be scrolled just like a GEM Desktop
window. To open a file, either double-click on the filename,
or click once on the filename, then click on OK (or press
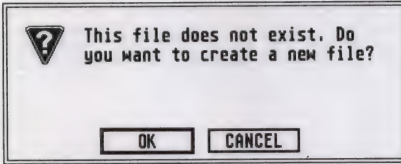[Return]).

Note: If a folder appears in the Directory Window, you can
display its contents by clicking once on it. Doing this also
updates the Directory Line. If you are displaying a folder,
clicking on the Close Box will redisplay the "parent" directory.

Selection Line

The Selection Line displays the name of the last file you
opened or the filename you just selected from the Directory
Window. To open the file, click on OK.

When you begin a work session, the Selection Line is blank.
To open a new file (one that does not exist), type in a new
filename, then click on OK (or press [Return]).

1st Word displays the following Dialog Box:

```
┌─────────────────────────────────────────┐
│  ▽   This file does not exist. Do       │
│  ?   you want to create a new file?     │
│                                          │
│                                          │
│     ┌──────────┐  ┌──────────┐          │
│     │    OK    │  │  CANCEL  │          │
│     └──────────┘  └──────────┘          │
└─────────────────────────────────────────┘
```

Click on OK to create the new file.

Note: Give your new filename the extension .DOC if you want it to default to WP mode (see **WP Mode** in this chapter).

After you select a file to open, a Text Window appears and the program reads text (if it exists) from disk into memory. After a moment, the program displays the beginning of the text.

Note: If the filename has a .DOC extension, or if ruler and pagination data are retained in the text (that is, if the text was previously saved in WP mode), then the file is opened in WP mode; otherwise it's opened with WP mode off.

Print

The Print option lets you access the GEM Item Selector in order to print a file. To use this option, you must have saved the file you want to print. The Print option is active only when no Text Windows are open; otherwise, the option is displayed in lightened type.

The Print option uses either an installed dot matrix or daisywheel printer driver, depending on the status of the Install Printer option. (See **Chapter 2** or **Chapter 5** for details of printer driver installation.)

After you select a file from the Item Selector, 1st Word displays its PRINT FILE form, on which you specify formatting and print quality instructions.

```
┌─────────────────────────────────────┐
│          ┌──────────────┐           │
│          │  PRINT FILE  │           │
│                                      │
│  Print pages from      │  1│ to │999││
│                                      │
│  Page number offset  │ 0 │          │
│                                      │
│  Left margin offset  │ 8 │          │
│                                      │
│                                      │
│  Swap left & right headings on       │
│  alternate pages?    ███NO██│ YES │  │
│                                      │
│  Print quality      ██DRAFT█│ NLQ │  │
│                                      │
│                     │  OK  ││CANCEL│ │
└─────────────────────────────────────┘
```

Print Pages From/To
These values tell the printer on what page of the file to begin and end printing. The default values print from the first page through the end of the file. Click on either number to change its value.

Page Number Offset
This value is added to the first page number of a text at print time. For example, if you type in "50," the first page number will be "51." The default value is 0.

Left Margin Offset
This value is added to the left margin during printing to offset sheet and tractor paper feeds. The default value is 8.

Swap Left & Right Headings on Alternate Pages?
If you click on YES, this option reverses the left- and right-hand components of your headers and footers on even-numbered pages.

Print Quality
If you installed a dot matrix printer capable of near-letter-quality (NLQ) printing, then you may select either draft or NLQ for this option.

If you installed a daisywheel printer, selecting NLQ pauses the printer whenever it encounters italic or light text. The printer driver then prompts you on screen to change daisy-wheels at each text-styling change.

After you complete the PRINT FILE form, click on OK (or press **[Return]**).

When printing, 1st Word displays a window whose Title Line shows the printer type. Inside the window the program displays the name of the file being printed and the print quality selected.

```
┌─┬──────────────────┬─┐
│▨│    Teletype      │▨│
├─┴──────────────────┴─┤
│Printing A:\MYFILE.DOC│⇧│
│in Draft mode         │ │
│█                     │ │
│                      │⇩│
├─┬──────────────────┬─┤
│◇│                  │◇│▨│
└─┴──────────────────┴─┘
```
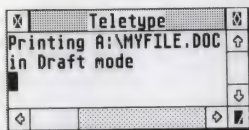
To pause printing, hold down the left mouse button until the pointer appears. To restart printing, click anywhere on screen. To stop printing, click on the printer window's Close Box.

Save

The Save option saves the contents of the currently active file to disk under the original filename. As a safety precaution, the original file is renamed on disk with a .BAK extension, then the Text Window is closed.

If there isn't enough space on disk to accommodate the file, 1st Word does not save the file. Instead, it displays an Alert Message informing you that the disk is full. You must then choose either to delete files on the current disk in order to make room, or to save the file onto another disk with available space.

Save As

The Save As option asks you for a new filename, then saves the currently active file to disk under that filename.

```
┌─────────────────────────────────────┐
│           ┌──────────┐              │
│           │  SAVE AS │              │
│           └──────────┘              │
│     Save text in the specified file  │
│  ┌─────────────────────────────────┐ │
│  │FILENAME: A:\NEWFILE.DOC_____│ │
│  └─────────────────────────────────┘ │
│        ┌────────┐  ┌────────┐       │
│        │ CANCEL │  │   OK   │       │
│        └────────┘  └────────┘       │
└─────────────────────────────────────┘
```
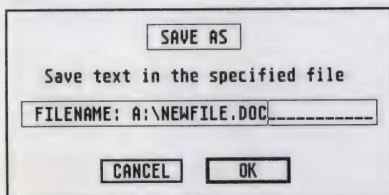
If a file with the same name already exists on disk, the program renames that file using a .BAK extension, then closes the Text Window.

Layout

The Layout option lets you specify running headers and footers and the overall page layout for your text. When you select Layout, the program displays a PAGE LAYOUT form.

```
┌─────────────────────────────────────────┐
│         │ PAGE LAYOUT FORM │             │
│  Head L _____   │
│  Head C _____   │
│  Head R _____   │
│  ─────────────────────────────────────   │
│  Foot L _____   │
│  Foot C page #_____   │
│  Foot R _____   │
│  ─────────────────────────────────────   │
│                                          │
│   ◊ 66 ◊  Paper length                   │
│   ◊  1 ◊  TOF margin                      │
│   ◊  3 ◊  Head margin     ┌────────┐      │
│                           │ CANCEL │      │
│   ◊  3 ◊  Foot margin     └────────┘      │
│   ◊  5 ◊  BOF margin       ┌──────┐       │
│     54    Lines/page       │  OK  │       │
│                            └──────┘       │
└─────────────────────────────────────────┘
```

Head L/Head C/Head R

These lines specify the components of the running header that is printed on each page. Components can be centered and aligned left and right. Type in the components using any or all of the three lines. If you enter nothing within a line, then nothing will be printed at that header location.

Foot L/Foot C/Foot R

These lines specify the components of the running footer that is printed on each page. Components can be centered and aligned left and right. Type in the components. If you enter nothing within a line, then nothing will be printed at that footer location.

Note: The hash character (#) placed in any header or footer line causes the page number to be printed at that location. Foot C defaults to "page #," which then prints both the word "page" and the page number. Delete "page #" to turn off the default.

For the following options, click on the left or right arrows shown on the form to select the number you want.

Paper Length (a)
This box shows the total number of lines your paper is capable of holding (default value: 66). Modify this value only when you change the size of the paper in your printer.

TOF Margin (b)
This box shows the number of lines between the top of a paper sheet (form) and the header, excluding the header (default value: 1).

Head Margin (c)
This box shows the number of lines between the header and the first text line, including the header (default value: 3).

Foot Margin (d)
This box shows the number of lines between the last text line and the footer, including the footer (default value: 3).

BOF Margin (e)
This box shows the number of lines from the footer to the bottom of the paper form, excluding the footer (default value: 5).
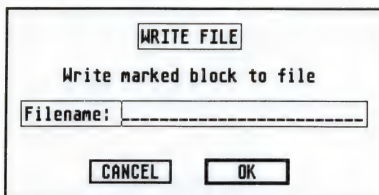
Lines/Page (f)
This box shows the total number of lines printed on each page. This value changes as the five values above it change (default value: 54). The value is determined by this formula: $f = a - (b + c + d + e)$.

Read

The Read option lets you load a file from disk into the currently active file. This option displays the Item Selector. Select a file, then press OK. The file on disk is inserted at the cursor position in the active file.

Write

The Write option saves a marked text block to disk under a filename you specify. Text saved this way loses its text-styling, if any. (See **The Block Menu** in this chapter.)

```
┌─────────────────────────────────────────┐
│            │WRITE FILE│                  │
│                                          │
│         Write marked block to file       │
│                                          │
│ │Filename:│ └───────────────────────┘    │
│                                          │
│        │ CANCEL │    ┌    OK    ┐         │
└─────────────────────────────────────────┘
```
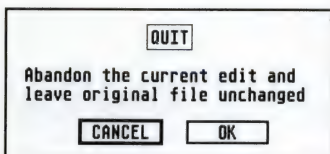
Delete

The Delete option lets you delete files from disk, for instance, when there is insufficient room to store a new or newly edited file. This option displays the Item Selector, from which you choose files for deletion. After deleting a file, Delete redisplays the Item Selector until you click on CANCEL.

Warning: Do not confuse the redisplayed Delete Item Selector with the Open Item Selector. Remember: Once you delete a file, it's gone forever.

Quit

The Quit option has two functions. The first lets you stop the current edit and retain the original version of the text on disk. (You can also stop an edit by clicking on the Text Window's Close Box.)

```
┌─────────────────────────────────────┐
│              │QUIT│                  │
│                                      │
│   Abandon the current edit and       │
│   leave original file unchanged      │
│        │ CANCEL │   ┌   OK   ┐       │
└─────────────────────────────────────┘
```

The second function, active when no files are being edited or printed, lets you quit the 1st Word program and return to the GEM Desktop.

THE EDIT MENU

The Edit Menu contains the 1st Word program's editing options and its search, replace, and position marker functions.

```
/I\  File  Edit  Block  Style  Help
           ┌──────────────────┐
           │ √ WP mode        │
           │ √ Insert mode    │
           ├──────────────────┤
           │   Find...        │
           │   Replace...     │
           │   Repeat find    │
           ├──────────────────┤
           │   Set mark #1    │
           │   Set mark #2    │
           │   Set mark #3    │
           │   Set mark #4    │
           ├──────────────────┤
           │   Goto mark #1   │
           │   Goto mark #2   │
           │   Goto mark #3   │
           │   Goto mark #4   │
           └──────────────────┘
```
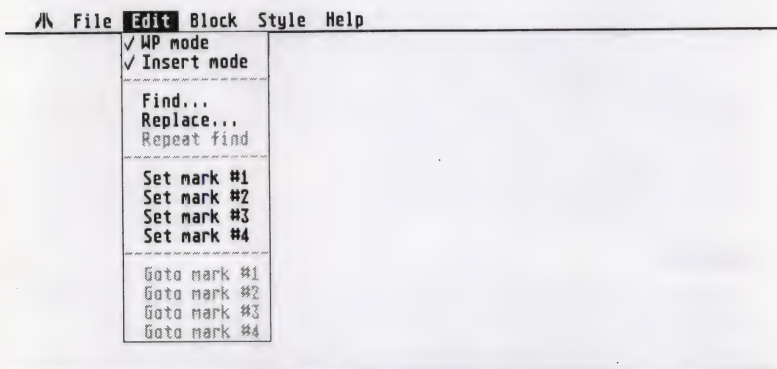
WP Mode

The WP mode option switches the word-processing function on and off.

Use WP mode for typing and editing text such as letters or reports. When WP mode is switched on (checked), 1st Word saves the Ruler Line, pagination information, and text styling within your text when the file is saved. Switch WP mode off when using program source or data files; only ASCII data (the characters themselves, tabs, and returns) are then saved when the file is saved.

A file saved with WP mode switched on will retain that mode when you reload it for editing or printing. A file saved with WP mode switched off will reload that way. When you begin a work session with 1st Word or open a .DOC file, WP mode is switched on by default.

Insert Mode
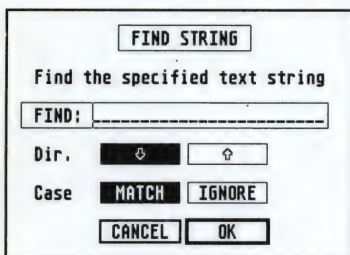
The Insert mode option switches the text insert feature on and off. When Insert mode is switched on (checked), the program inserts new text at the cursor position as you type. When Insert mode is switched off, your typing overwrites existing text, if any, at the cursor position. When you first begin a work session with 1st Word, Insert mode is switched on by default.

Note: When Insert mode is switched off, the **[Tab]** and **[Return]** keys move the cursor but do not insert blank spaces.

The Insert mode option has the same effect as the **[F5]** key and icon.

Find

The Find option lets you search for a specified string (arrangement) of characters in your text. When you select Find, the program displays the FIND STRING form, on which you specify the string to be found.

```
┌─────────────────────────────────────┐
│      ┌─────────────────┐             │
│      │   FIND STRING   │             │
│      └─────────────────┘             │
│   Find the specified text string     │
│  ┌───────┐ ┌───────────────────────┐ │
│  │ FIND: │ │_____│ │
│  └───────┘ └───────────────────────┘ │
│                ┌──────┐ ┌──────┐     │
│  Dir.          │  ⇩   │ │  ⇧   │     │
│                └──────┘ └──────┘     │
│             ┌───────┐ ┌────────┐     │
│  Case       │ MATCH │ │ IGNORE │     │
│             └───────┘ └────────┘     │
│          ┌────────┐ ┌──────┐         │
│          │ CANCEL │ │  OK  │         │
│          └────────┘ └──────┘         │
└─────────────────────────────────────┘
```

FIND
On this line, type in the string you want to find.

Dir. (Direction)
Click on the down (forward) or up (backward) arrow, depending on which direction in the file you want to search for the string. The search begins at the cursor position.

Case
Click on MATCH or IGNORE depending on whether you want to match the string exactly, including letter case, or simply match all occurrences of the string as spelled (e.g., if the string is "Tom," IGNORE would also find all occurrences of "tom," as in "tomorrow").

When you click on OK, the Find option searches for the first occurrence of the string in the direction specified. If the string is found, the cursor appears either on the first character of the string (backward search) or on the character immediately following the string (forward search).

If the string is not found, the cursor appears at the beginning or end of the text depending on the search direction.

Replace

The Replace option searches for a specified string in your text and replaces it with a specified second string. When you select Replace, 1st Word displays the FIND AND REPLACE form, on which you specify the search and replace strings.

```
┌──────────────────────────────────────┐
│        ┌─────────────────────┐        │
│        │   FIND AND REPLACE  │        │
│        └─────────────────────┘        │
│   Find the first text string and      │
│   replace it with the second one      │
│  ┌────────┐ _____        │
│  │REPLACE:│ _____        │
│  └────────┘                            │
│  ┌─────┐  _____          │
│  │WITH:│  _____          │
│  └─────┘                               │
│                                        │
│  Dir.  ┌────┐  ┌──────┐                │
│        │ ⇩  │  │  ⇧   │                │
│        └────┘  └──────┘                │
│  Case ┌──────┐ ┌────────┐              │
│       │MATCH │ │ IGNORE │              │
│       └──────┘ └────────┘              │
│  Scope ┌─────┐ ┌──────┐ ┌─────┐        │
│        │ ONE │ │ SOME │ │ ALL │        │
│        └─────┘ └──────┘ └─────┘        │
│        ┌────────┐ ┌──────┐             │
│        │ CANCEL │ │  OK  │             │
│        └────────┘ └──────┘             │
└──────────────────────────────────────┘
```

REPLACE

Type in the search string on this line; if you've already specified a string, the FIND AND REPLACE form shows it.

WITH

On this line, type in the replace string.

Dir. (Direction)

Click on the down (forward) or up (backward) arrow depending on which direction in the file you want to search and replace. The search begins at the cursor position.

Case

Click on MATCH or IGNORE, depending on whether you want to match the string exactly, including letter case, or simply match all occurrences of the string as spelled (e.g., if the string is "Tom", IGNORE would also find all occurrences of "tom," as in "tomorrow").

Scope

Click on ONE to replace only the first occurrence of the string; SOME to make the program ask at each occurrence whether to replace the string; or ALL to search and replace all occurrences.

Note: If the search string is not found, the cursor appears at the beginning or end of the text depending on the search direction.

Repeat Find

The Repeat Find option repeats the last Find or Replace operation, using the string(s) defined in that operation.

Note: If the last Find or Replace operation ended at the beginning or end of the text, then Repeat Find reverses the search direction.

Set Mark #1-#4

When selected, each Set Mark option sets or resets its position marker at the cursor position.

Goto Mark #1-#4

When selected, each Goto Mark option displays the cursor at its previously set position marker.

THE BLOCK MENU

The Block Menu options let you mark and manipulate sections (blocks) of text. When marked, a text block is highlighted with a stippled (monochrome monitor) or yellow (color monitor) background. (The yellow background changes to red if the GEM Desktop Control Panel has been opened during the work session.)

```
⋀  File  Edit  Block  Style  Help
                    Start block
                    End block
                    ─────────────
                    Cut block
                    Paste block
                    ─────────────
                    Copy block
                    Move block
                    ─────────────
                    Delete block
                    ─────────────
                    Find start
                    Find end
                    ─────────────
                    Hide block
```
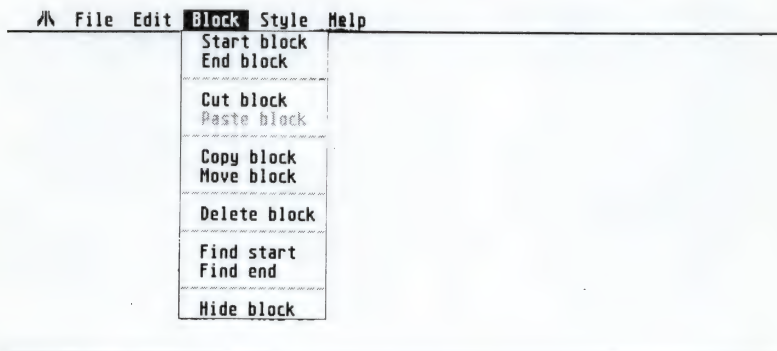
Each open Text Window can have one block marked at a time. If you mark a second block while the first is still marked, the program unmarks or "hides" the first block.
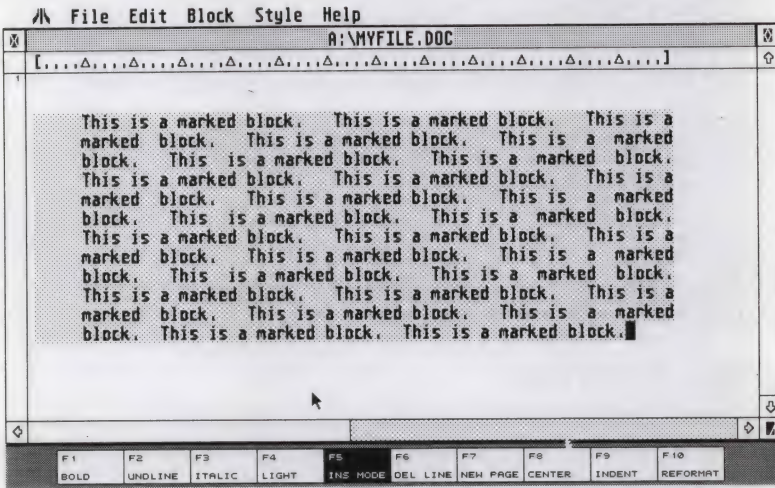
The start and end locations for a block must be on screen at the time they are defined. However, 1st Word remembers those locations if they are scrolled off-screen, and so lets you define a block beyond the current screen display.

There are two ways to define text blocks. One way uses the Start Block and End Block options (explained in this chapter) which let you define both large and irregular-shaped blocks. A more convenient (though more restrictive) way to define blocks uses the mouse "rubber band":

- To mark a single line or part of a line, place the mouse pointer on the first character to be marked, press the left mouse button, drag the mouse pointer to the last character to be marked, and release the button.
- To mark two or more complete lines, place the mouse pointer on any character in the first line, press the left mouse button, drag the mouse pointer to any character in the last line, and release the button.

Note: Blocks marked with the "rubber band" can have their start and end locations modified by the Start Block and End Block options (explained in this chapter).

Start Block

The Start Block option defines the beginning of your marked text block. Place the cursor on the first character of the block to be marked, then select Start Block.

End Block

The End Block option defines the end of your marked text block. Place the cursor one character (or space) beyond where you want to end the block, then select End Block.

After you define the start and end locations, 1st Word highlights the marked block. The block remains highlighted until you "hide," delete, or reformat it.

Note: You may define block start and end locations in any order, but the end location must occur after the start location in the text or the function will be ignored.

Cut Block

The Cut Block option copies a marked block (excluding text-styling commands) in the active Text Window into 1st Word's cut-and-paste buffer (holding file). The block remains marked in the text. You can then paste the contents of the buffer in any location within an active Text Window.
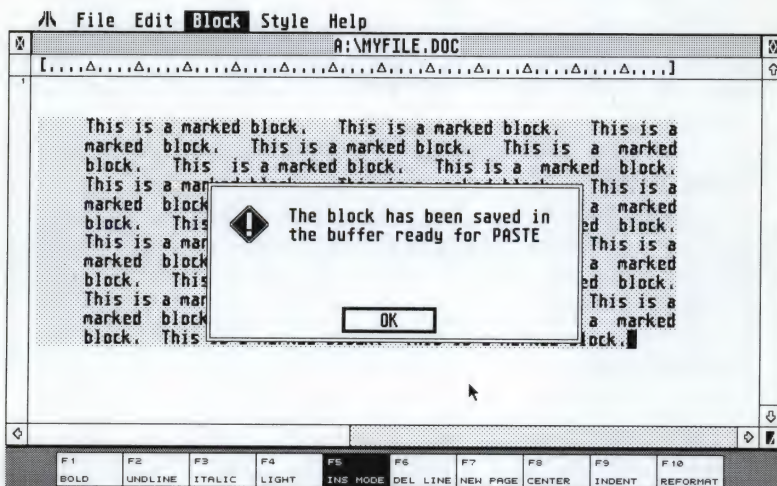
1st Word has one cut-and-paste buffer. The last block cut is erased from the buffer when you cut another block into it. If you don't paste the current buffer contents into a window, the program reminds you of that when you attempt to cut another block into the buffer.

```
 ⚠❓  If you use CUT now you will
      overwrite the buffer without
      having PASTEd its contents

        ┌──────┐  ┌────────┐
        │  OK  │  │ CANCEL │
        └──────┘  └────────┘
```
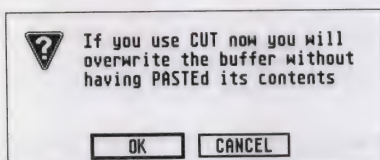
Note: It's possible that a text block will be too big to fit in the cut-and-paste buffer. In that case, an Alert Message is displayed.

Paste Block

The Paste Block option copies the contents of the cut-and-paste buffer to the cursor position. Text in the buffer remains intact, so you can paste it in more than one location in a file or in another window.

Copy Block

The Copy Block option copies a marked block to the cursor position within the same window, and also copies the block to the cut-and-paste buffer changing its contents. The marked block remains unaffected, but the copy has all text styling removed.

Move Block

The Move Block option moves a marked block to the cursor position within the same window, and also copies the block to the cut-and-paste buffer changing its contents. All text styling in the block is removed.

Delete Block

The Delete Block option deletes a marked block. Text in the cut-and-paste buffer is unaffected.

Find Start

The Find Start option moves the cursor to the beginning of a marked block. Text in the cut-and-paste buffer is unaffected.

Find End

The Find End option moves the cursor to the end of a marked block. Text in the cut-and-paste buffer is unaffected.

Hide Block

The Hide Block option unmarks a marked block. Text in the cut-and-paste buffer is unaffected.

THE STYLE MENU

The Style Menu determines text-styling and some text-formatting features. All style options are executed immediately; except for Super and Subscript, characters appear on screen as styled.

```
/I\  File  Edit  Block  Style  Help
                       Bold
                       Underline
                       Italic
                       Light
                       Super
                       Subscript
                       ─────────
                       Restyle
                       ─────────
                     √ Justify
                     √ Word wrap
                       Spacing
                       ─────────
                       Center
                       Indent
                       Reformat
```
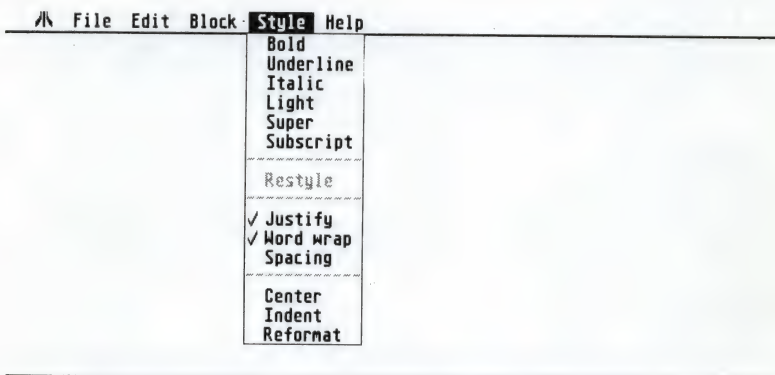
Bold

The Bold option switches boldface styling on and off. Select this option before and after you type or use it with the Restyle option (explained in this chapter).

The Bold option has the same effect as the **[F1]** key and icon.

Underline

The Underline option switches underlining on and off. Select this option before and after you type or use it with the Restyle option (explained in this chapter).

The Underline option has the same effect as the **[F2]** key and icon.

Italic

The Italic option switches italic styling on and off. Select this option before and after you type, or use it with the Restyle option (explained in this chapter).

The Italic option has the same effect as the **[F3]** key and icon.

Light

The Light option switches light styling on and off. Select this option before and after you type, or use it with the Restyle option (explained in this chapter).

The Light option has the same effect as the **[F4]** key and icon.

Super

The Super option switches superscript characters on and off. Select Super before and after you type, or use it with the Restyle option (explained in this chapter).

Subscript

The Subscript option switches subscript characters on and off. Select this option before and after you type, or use it with the Restyle option (explained in this chapter).

Restyle

The Restyle option changes text styling by converting a marked block to the text style you specify. First, use the mouse ''rubber band'' or the Start Block and End Block options (explained in this chapter) to mark a block. Next, select character style or style combination using the Function Keys, Function Key Icons, or the Style Menu. Finally, click on the Restyle option to complete the operation.

Justify

The Justify option switches right justification off and on. If Justify is switched on (checked), your text will be right justified. When you start a work session with 1st Word, or create a new file, Justify is switched on by default.

Word Wrap

The Word Wrap option switches word wrapping on and off. If Word Wrap is switched on (checked), your typing automatically "wraps" to the next line when it exceeds the right margin. If Word Wrap is switched off, the right margin is "released," and you can continue typing on one line until you press [Return] or reach the line length limit of 160 characters.

Spacing

The Spacing option switches double spacing on and off. If Spacing is switched on (checked), lines are double spaced when you type or reformat paragraphs. When you start a work session with 1st Word or create a file, the Spacing option is switched off by default.

Center

The Center option centers the line containing the cursor between the margins.

The Center option has the same effect as the [F8] key and icon.

Indent

The Indent option indents text by one or more tab stops from the cursor to the end of the paragraph. Tab stops are specified in the Ruler Line.

To left justify text, indent the first line of a paragraph to the desired tab stop (you can also use the [Tab] or [F9] key), then continue typing. When word wrapping takes place, the next line is also indented. Pressing [Return] at the end of the paragraph cancels the indent.

1st Word remembers indents, so you don't need to redefine them when reformatting a paragraph.

To change an indent, move the cursor to the beginning of the paragraph, then either delete or add to the indent and reformat.

Indents can also be placed within paragraphs and lines, and can occur more than once in the same line. 1st Word always aligns subsequent lines with the final indent entered. (See Chapter 3 for more information about indents and how to obtain common paragraph formats.)

The Indent option has the same effect as the [F9] key and icon.

Reformat

Use this option to reformat a paragraph whenever you:

- Change text.
- Change justification or line spacing.
- Change the right margin.

You do not need to reformat if you've only changed text styling within a paragraph (for example, after changing underline to italic characters).

The Reformat option has the same effect as the **[F10]** key and icon.

THE HELP MENU

The Help Menu provides you with brief notes on 1st Word operations. All Help options display a Help Window; click on OK to remove them from the screen.

```
/l\  File  Edit  Block  Style  Help
                       Extra help
                       ~~~~~~~~~~~~~~~~
                       Editing
                       Layout
                       Margins
                       Tab points
                       Typing
                       Correcting
                       Cursor
                       Scrolling
                       Deletion
                       Keyboard
                       Page breaks
                       Cut & paste
                       Printing
```
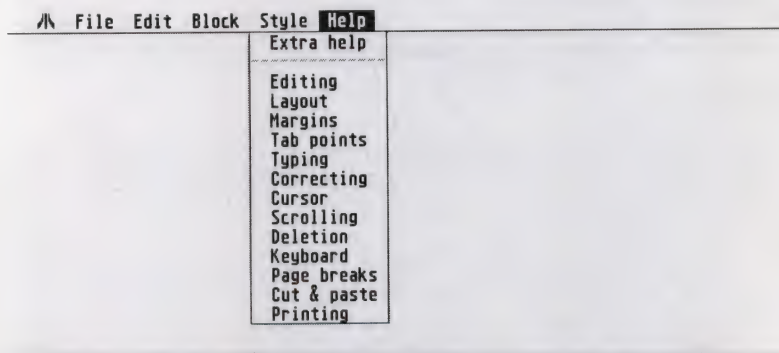
Extra Help

The Extra Help option displays an appropriate Help Window whenever you select a Menu Bar option. The window tells you what the option does and gives you the choice of proceeding (click on OK or press **[Return]**) or cancelling (click on CANCEL).

```
┌─────────────────────────────────────┐
│  ◆   Use EXTRA HELP to display an    │
│ !    alert like this for each menu   │
│      command before executing it     │
│                                      │
│      ┌──────────┐ ┌──────────┐       │
│      │    OK    │ │  CANCEL  │       │
│      └──────────┘ └──────────┘       │
└─────────────────────────────────────┘
```
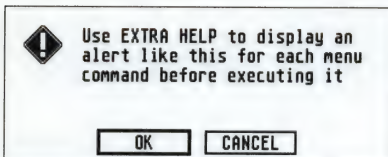
Note: 1st Word's Extra Help option may be most useful during your initial sessions with the program.

Other Help Options

The remaining Help options provide quick operating notes for various features of the 1st Word program.

```
┌─────────────────────────────────────┐
│  ◆   To create or amend a document   │
│ !    use OPEN to open a text window  │
│      (up to 4 can be open at once)   │
│      then SAVE when you've finished  │
│                                      │
│         ┌──────────┐                 │
│         │    OK    │                 │
│         └──────────┘                 │
└─────────────────────────────────────┘
```
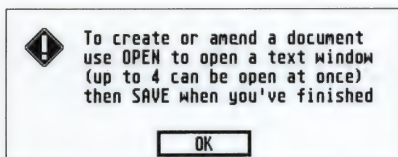
CHAPTER 5
CUSTOM PRINTER DRIVERS

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

This chapter explains how to create and install custom printer drivers for 1st Word. If you have trouble getting your printer to work correctly with the program's existing printer drivers, then you will probably have to customize a driver.

Installing a custom printer driver is a complex operation requiring attention to detail and some trial and error. However, the method provides the greatest possible flexibility, ensuring that the driver you produce matches your printer exactly.

CREATING A CONFIGURATION FILE

A printer configuration file is a text file that can be edited using 1st Word. If none of the configuration files on the 1st Word disk match your printer, you should edit the configuration file that comes closest to the specification of your printer to create a custom configuration file.

Configuration files have printer control codes defined in hexadecimal. Make sure that a list of your printer's codes in *hexadecimal* is available before attempting to edit a configuration file. Consult the manual that came with your printer for that information.

Within the files, lines beginning with an asterisk (*) are comments; that is, they are ignored by the program. If you wish to use any of those lines, delete the initial asterisk. (For instance, there are "commented-out" entries in the Epson RX-80 file for commands supported by the FX-80.)

Note: When creating a configuration file, you may have to configure the printer itself: many printers have sets of switches that affect certain operations. For instance, the two Epson printer configuration files assume that the printer is set for the USA character set, no LF (linefeed) after CR (carriage return), and no perforation skip.

Data in a printer configuration file fall into four categories: name of printer; miscellaneous configurable variables; printer characteristics; and translation table. Each section is described in detail in this chapter.

Before you begin editing a configuration file, read the rest of this section, following along with the file on screen.

Name of Printer

The first non-blank line in the file (excluding comments) is the name of the printer. During printing, the name is displayed in the printer driver's window. You may edit this line to show the name of your printer, although it will not affect operation if you don't.

```
/\  File  Edit  Block  Style  Help
╔════════════════════ A:\PRINTER\SMM804.HEX ═══════════════════╗
[....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....]
*****************************************************************
*
*     Atari SMM804 Matrix Printer Driver Configuration Table
*
*     This file contains tables defining the code sequences
*     to be sent to the printer to perform various functions
*     and to access the characters from codes in the Atari
*     character set.
*
*****************************************************************


*
* Name of printer
* ===============
*
Atari SMM 804
```

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
BOLD	UNDLINE	ITALIC	LIGHT	INS MODE	DEL LINE	NEW PAGE	CENTER	INDENT	REFORMAT

Miscellaneous Configurable Variables

This category shows six numbers, the miscellaneous configurable variables, on a line together. They are described consecutively below.

```
/I\  File  Edit  Block  Style  Help
┌────────────────────────────────────────────────────────────┐
│                    A:\PRINTER\SMM804.HEX                     │
│ [....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....] │
│                                                              │
│  *                                                           │
│  * Miscellaneous configurable variables                      │
│  * =====================================                     │
│  *                                                           │
│  * 1: printer type, 0=dot matrix, 1=daisy wheel              │
│  *    Note if printer type is 0 the following 4 variables are never used. │
│  * 2: unit width of one character                            │
│  * 3: unit height of one line                                │
│  * 4: Approximate middle of carriage after formfeed          │
│  * 5: Carriage shift for bold overstrike                     │
│  * 6: 1 to pause between pages                                │
│  *                                                           │
│  0, 0, 0, 0, 0, 0                                            │
│                                                              │
│  *                                                           │
│  *█                                                          │
└────────────────────────────────────────────────────────────┘
 F1      F2       F3       F4      F5       F6       F7       F8       F9       F10
 BOLD    UNDLINE  ITALIC   LIGHT   INS MODE DEL LINE NEW PAGE  CENTER   INDENT   REFORMAT
```

Printer Type

Enter one (1) here if you have a daisywheel printer that allows fine control over horizontal and vertical printing. Enter zero (0) if you have a dot matrix or other type of printer. Daisywheel printers which do not allow fine control of positioning (such as Brother HR-1) are treated as dot matrix printers; in that case, enter zero (0).

Once installed, the printer driver program treats the two types of printers differently. On a daisywheel printer, spaces between words are evenly spread out during printing. Underlining, if any, is done as a separate pass after the text is printed. In near letter quality (NLQ) mode, changes to and from italic and light texts cause the program to pause printing so you can change the daisywheel.

Further, the program assumes that non-daisywheel printers have command sequences to control underlining and other text styling: the printer driver sends the command to the printer, but does no more than that. There is a difference between the command sequences sent in draft mode and those sent in NLQ mode.

57

Unit Width

Daisywheel *only*. Specify character width in the printer's width units.

Unit Height

Daisywheel *only*. Specify the height of a linefeed in the printer's height units.

Middle of Carriage

Daisywheel *only*. Specify the position the daisywheel is moved to when feeding paper: it should normally be in the middle of the paper. The position is specified in the printer's horizontal character units from the left margin.

Carriage Shift for Bold

Daisywheel *only*. The number one (1) here specifies a horizontal offset used by the printer when printing bold text: it prints the character once, moves along a fraction, and prints the character again.

Pause Between Pages

Enter zero (0) if you do not want the printer to pause between printed pages. Enter one (1) if you want the printer to pause at the end of each page, for instance to allow paper changing.

Note: This variable was not included in early versions of 1st Word. If your printer configuration file has only five miscellaneous configurable variables, contact your ATARI dealer or Atari Corp. for the new version (see Customer Support).

Printer Characteristics

The printer characteristics table lists command sequences that may be sent to the printer. Not all table entries must be present, but they must be in increasing numerical order. Each entry, if present, starts with its entry number. The codes to be sent to the printer then follow. Type in the hexadecimal code that your printer understands for each characteristic it supports. A comment may be included on the line after an asterisk.

```
X                      A:\PRINTER\SMM804.HEX                              X
[....,.A....,.A....,.A....,.A....,.A....,.A....,.A....,.A....,.A....,.A....]  ⇧
* Printer characteristics
* =======================
*
* This table specifies the printer command sequences.
* If the top bit of a code is set, then this indicates the position
* of a parameter passed to the printer. The code whose top bit is set
* in this table is added to the parameter passed before being sent to the
* printer. It is not used in all command sequences, only in those where
* the printer requires  a variable value such as the length of a vertical
* tab.
*
* 0              * Character width
1, D, A          * Linefeed WITH return
* 2              * Forward print
* 3              * Reverse print
* 5              * Absolute horizontal tab
6, 1B, 45        * Draft bold on
7, 1B, 46        * Draft bold off
```

```
F1    F2    F3     F4     F5       F6       F7       F8      F9      F10
BOLD  UNDLINE ITALIC LIGHT INS MODE DEL LINE NEW PAGE CENTER INDENT REFORMAT
```

A value more than 80 (hex) is a placeholder for variable binary information to be sent to the printer: the difference after subtracting 80 is added to the value to be output. (For example, on a Qume-compatible printer, commands controlling character width require a value to be output of width + 1, so the placeholder in the command is 81.)

The table is terminated by a null entry, but there must be at least one non-zero entry before that.

Note: At the start of a document, the printer driver sends to the printer all commands that switch *off* print styles. Because of this, at least one of the NLQ off command sequences must include the printer's NLQ on code. For instance, in the Epson LX-80 configuration file the NLQ on code appears embedded in the NLQ superscript off command.

Set Character Width
Daisywheel *only*. This command sends character width changes to the printer for right-justified text. It should contain a placeholder for width.

Linefeed
This command contains the code sent to the printer at the end of a line. Typically, it is a linefeed for daisywheel printers driven bidirectionally, or a linefeed and carriage return for dot matrix printers.

Forward Print

This and the following command tell the printer in which direction to move the print head.

Backward Print

Daisywheel *only*. This and the preceding command tell the printer in which direction to move the print head.

Vertical Tab

Optional. This command feeds the paper by several lines and should include a placeholder for the line number. If this command is omitted from the table, several linefeeds will be used instead.

Note: If you have text with over-long lines, and the printer automatically wraps such lines, vertical tabs may cause the printer's line number to differ from the program's line number. Vertical tabs would then skip to the start of the next page.

Absolute Horizontal Tab

Non-daisywheel, optional. This command is the horizontal equivalent of vertical tabs: it moves horizontally to a specified character position.

Draft Bold On

Non-daisywheel, optional. This command switches bold printing on. Separate command sequences are sent for draft mode and NLQ mode.

Draft Bold Off

This command switches bold printing off.

NLQ Bold On

Non-daisywheel, optional. This command switches bold printing on in NLQ mode. Separate command sequences are sent for draft mode and NLQ mode.

NLQ Bold Off

This command must ensure that the printer is in non-bold NLQ mode, as well as switching off bold.

Draft Italic On

This command switches italic printing on.

Draft Italic Off
This command switches italic printing off.

NLQ Italic On
Non-daisywheel *only*. When creating the configuration file for the Epson LX-80 we found that it cannot print italic NLQ text. This command in the LX-80 driver switches off NLQ mode; the following command switches NLQ mode back on.

NLQ Italic Off
This command should include the code for italic printing off.

Draft Light On
This command switches light printing on.

Draft Light Off
This command switches light printing off.

NLQ Light On
Non-daisywheel *only*. In the LX-80 configuration file, light printing appears as draft.

NLQ Light Off
This command switches NLQ light printing off.

Draft Superscript On
For correct justification of text, superscript and subscript characters should be the same width as normal text. Use a half linefeed on daisywheel printers.

Draft Superscript Off
This command switches off superscript characters.

NLQ Superscript On
This command switches NLQ superscript characters on.

NLQ Superscript Off
This command switches NLQ superscript characters off.

Draft Subscript On
This command switches subscript characters on.

Draft Subscript Off
This command switches subscript characters off.

NLQ Subscript On
This command switches NLQ subscript characters on.

NLQ Subscript Off
This command switches NLQ subscript characters off.

Draft Underline On
Non-daisywheel *only*. Underlining on a daisywheel printer is performed by a separate pass on the line so that stretch spaces are underlined properly.

Draft Underline Off
This command switches off underlining.

NLQ Underline On
This command switches NLQ underlining on.

NLQ Underline Off
This command switches NLQ underlining off.

Formfeed
Optional. This code, if defined, feeds the paper to the top of the next sheet. If not defined, linefeeds will be used.

Horizontal Initialization
Optional. For non-daisywheel printers, this code is sent once only at the start of the file.

For daisywheel printers, this code may include a character width command, and any placeholder will be replaced by the default character width from the appropriate miscellaneous configurable variable.

Vertical Initialization
Optional. For non-daisywheel printers, this code is sent once only at the start of the file.

For daisywheel printers, this code may include a linefeed distance command, and any placeholder will be replaced by the default line height from the appropriate miscellaneous configurable variable.

You may want to include a formfeed in this initialization string to ensure that the printer is at the start of a file.

Printer Reset
Optional. This command is sent to the printer at the end of the file to reset it for use by other programs.

Translation Table

The translation table is used to translate characters before transmission. It is similar in structure to the printer characteristics table.

```
/|\  File  Edit  Block  Style  Help
[X]                    A:\PRINTER\SMM804.HEX                    [X]
[....,Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....Δ....]    ⇧

*
* Translation Table
* =================
*
* This table provides translation from single Atari input bytes into
* multiple printer codes, or to disable output of some characters.
*
* The entries must be arranged in ascending order of Atari input
* code. The table is NULL terminated.
*

0           * NULL: print a space
1           * CONTROL CODES: not printed
2
3
4
5                                                              ⇩
◇                                                          ◇ ▮

  F1      F2       F3       F4      F5       F6       F7       F8       F9       F10
  BOLD    UNDLINE  ITALIC   LIGHT   INS MODE DEL LINE NEW PAGE CENTER   INDENT   REFORMAT
```

Most of the first half of the ATARI extended international character set can be sent directly to a printer without translation. No entry in the table is needed for ASCII characters.

International and accented characters in the second half of the set can be printed on some printers either by overprinting or by sending commands to the printer to switch fonts. In that case the table entry should start with the code of the character to be translated, followed by the data to be sent to the printer.

When a character cannot be printed satisfactorily, a table entry giving just the character code without any translation will cause the printer driver to skip that character.

The table must be in ascending order and terminate with a zero (0) entry.

See the standard Epson configuration for language translation commands to access characters. Note that it switches back to the USA font for some ASCII symbols.

See the standard QUME configuration file for accented characters on an English-language daisywheel achieved by overprinting. This table will need changing for different daisywheels.

There is no fixed limit to the size of the table, so adventurous users can try including commands to download character shapes into dot matrix printers for some of the more exotic characters.

INSTALLING A CUSTOM PRINTER DRIVER

After you edit the file, use the Save As option in the File Menu to save your new configuration file (while preserving the original). Be certain to give the new file a unique name and a .HEX extension.

After saving the configuration file, quit the 1st Word program and return to the GEM Desktop. From the desktop, open the \PRINTER\ folder and run the program INSTALL.PRG.

```
┌─────────────────────────────────┐
│ ▨ ▓▓▓  A:\PRINTER\     ▓ │
├─────────────────────────────────┤
│ 55477 bytes used in 7 items.    │
│     ASCII    HEX    7250    ⇧    │
│     BRO_HR15 HEX    8053         │
│     EPS_LX80 HEX    9713         │
│     EPS_RX80 HEX    9832         │
│     INSTALL  PRG    9624         │
│     QUME     HEX    7876         │
│     SMM804   HEX    3129         │
│                                  │
│                                  │
│                             ⇩    │
├─────────────────────────────────┤
│ ◇                      ◇  ▟ │
└─────────────────────────────────┘
```

When the GEM Item Selector comes up on screen, select the configuration file you've edited.

```
 ITEM SELECTOR

Directory:
A:\PRINTER\*.HEX_____
  ┌──────────────┐
  │▓     *.HEX   │  Selection:
  │              │  |_____:___
  │   ASCII  .HEX│⇧
  │   BRO_HR15.HEX│
  │   EPS_LX80.HEX│
  │   EPS_RX80.HEX│
  │   QUME   .HEX│
  │   SMM804 .HEX│  ┌──────────┐
  │  _____:___│  │    OK    │
  │  _____:___│  └──────────┘
  │  _____:___│⇩ │  Cancel  │
  └──────────────┘  └──────────┘
```
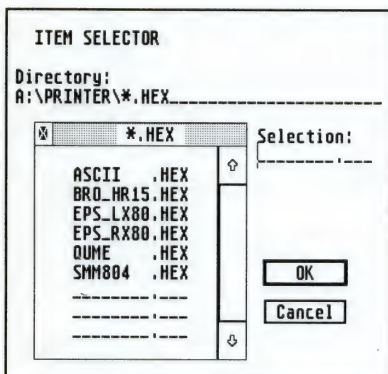
INSTALL.PRG reads your file and creates a file called either 1ST_PRNT.DOT (dot matrix) or 1ST_PRNT.DSY (daisywheel). This new file appears in the \PRINTER\ folder.

Copy the new .DOT or .DSY file to your 1st Word directory (outside the \PRINTER\ folder), after renaming the current version, if required.

```
 Desk  File  View  Options
 ┌─┐
 │ │FLOPPY DISK
 ┌─┐   ┌────────────────────────┐  ┌───────────────────────┐
 │ │   │▓     A:\PRINTER\      ▓│  │          A:\          │
 └─┘   ├────────────────────────┤  ├───────────────────────┤
FLOPPY DISK│55655 bytes used in 8 items.│148068 bytes used in 7 items│
 ┌─┐   │ 1ST_PRNT DOT      178 │⇧ │▓ PRINTER               │
 │ │   │ ASCII    HEX     7250 │  │  1ST_PRNT DOT     451  │
 └─┘   │ BRO_HR15 HEX     8053 │  │  1ST_PRNT DSY     546  │
HARD DISK│ EPS_LX80 HEX     9713 │  │  1ST_PRNT PRG   37329  │
       │ EPS_RX80 HEX     9832 │  │  1ST_WORD PRG   85408  │
       │ INSTALL  PRG     9624 │  │  1ST_WORD RSC   14960  │
       │ QUME     HEX     7876 │  │  TUTORIAL DOC    9374  │
       │ SMM804   HEX     3129 │  │  _____          │
       │                      │⇩ │               ▶        │
 ┌─┐   │⇦                ⇨│▓ │                       │
 │ │   └────────────────────────┘  └───────────────────────┘
 └─┘
TRASH
```
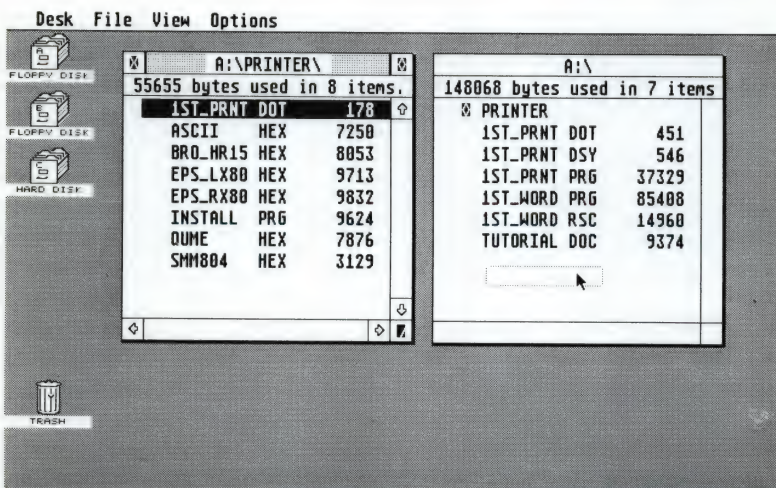
The next time you print, the program will use the newly installed printer driver.

SERIAL PRINTERS

If you are using a serial printer, and have the printer connected to the ST Computer's Modem (RS232) port, you may need to modify the pin connections within the cable. You *must* connect the hardware handshake lines, as 1st Word's printer driver does not use the Xon/Xoff handshake. The pin connections should be as follows (and should work for most serial printers):

	ST Modem Port Pin No.		Printer Port Pin. No.
Protect	1	———————	1
TX Data	2	———————	3
Handshake	5	——————	20
Signal Ground	7	——————	7

APPENDIX
1ST WORD DATA FORMAT

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Programmers who intend to process 1st Word text files for use in other computer applications (such as spelling checkers, typesetting front-end systems, databases, or electronic mail systems) should use this section as a reference guide.

Note: GST reserves the right to enhance and update 1st Word's data format without notice, although every effort will be made to use only those areas defined as ''reserved for expansion.''

Software development companies intending to produce commercial software based on the 1st Word data format are urged to contact GST directly for news of potential updates to the data format. No charge will be made for reasonable use of this service.

Contact Chris Scheybeler or Howard Chalkley at:

GST Software
91 High Street
Longstanton
Cambridge CB4 5BS
England

CHARACTER SET

1st Word uses the ST Computer's full standard 256-code character set as shown in the Character Table on the 1st Word startup screen. The program uses a number of control codes in the range 00 to 20 hexadecimal for special purposes.

Enhancements to 1st Word will almost certainly use more codes in this range, and programmers are advised to regard the entire control code range as reserved for expansion.

The remaining codes in the range 21 to FF hexadecimal are defined as printing characters with no special semantics. 1st Word will employ identical code ranges for multiple fonts once these are implemented.

CONTROL CODES

Regard this entire range as reserved:

Code	Display	Data	Function
00			Null: reserved
01	⇧		
02	⇩		
03	⇨		
04	◇		
05	▧		
06	▮		
07	▨		
08	✓		
09			Tab: reserved
0A			Line feed
0B		1	Conditional page break
0C			Form feed
0D			Carriage return
0E	⏴		
0F	⏵		
10	0		
11	1		
12	2		
13	3		
14	4		
15	5		
16	6		
17	7		
18	8		
19	9		
1A			
1B		1	Style change
1C			Stretch space
1D			Indent space
1E			Variable space
1F		N	Format line
20			Fixed space

Notes:
1. The Data column shows the number of data bytes following a control code, if applicable.
2. Format lines contain ruler and layout data. Ignore all data until end of line.

CUSTOMER SUPPORT

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Atari Corp. and GST Software Ltd. welcome questions and comments about 1st Word.

To report program "bugs" or ask technical questions about 1st Word, write to:

GST Software
91 High Street
Longstanton
Cambridge CB4 5BS
England

"Bug" reports must include the 1st Word program revision number given on the program information screen (see **The ATARI 𝄫 Menu** in **Chapter 4**), a detailed description of the problem, and sufficient evidence to justify the report.

GST also invites your comments and suggestions for product enhancements.

ATARI Corp. welcomes questions about 1st Word or any other ATARI Computer product. Write to:

ATARI Customer Relations
P.O. Box 61657
Sunnyvale, CA 94088

Please write the subject of your letter on the outside of the envelope.

Your ATARI dealer and local ATARI User Groups are outstanding sources of information on using 1st Word and your ATARI ST Computer. To obtain a list of User Groups in your area, send a self-addressed stamped envelope to:

ATARI User Group List
P.O. Box 61657
Sunnyvale, CA 94088

INDEX

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

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*This rate limited to USA and its Possessions. Canadian subscriptions, add $5 for postage and handling. Overseas subscriptions, add $10.00/6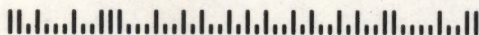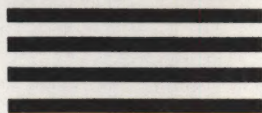 issues; $30.00/18 issues. Payment due in US funds.